

ACADEMIC GRIEVANCE FORM

Students of Whitehouse Institute of Design (**Whitehouse Institute**) or those seeking to enrol in a course of study with Whitehouse Institute are entitled to access the Student Grievance of Appeals process. It is recommended that students attempt to resolve the academic inquiry/grievance with the teacher/Course Director before lodging the form. Please ensure that all relevant information is included/attached to support your claim. For information on the academic grievance process. Please refer to the Assessment Policy and the Academic Grievance and Appeals Policy on the Whitehouse Institute website.

Note: For all non-academic grievances, please refer to the Students Grievance and Complaints Policy (non-academic) and the Non-Academic Grievance Form.

Student Details

Given Name(s):		Family Name:			
Phone No:		Email:			
Student Number:	Campus:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Brisbane	
<input type="checkbox"/> Bachelor of Design	<input type="checkbox"/> Master of Design	Specialisation:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> CD&S

Grievance Details

Academic grievance(s) apply to:

- ☐ Academic and/or assessment results/progression
- ☐ A decision from a member of the academic staff that affects the academic program of an individual and/or group of students
- ☐ Admission decision
- ☐ Academic credit and/or Recognition for Prior Learning (RPL) decision
- ☐ Structure of academic programs, nature of teaching and/or assessments
- ☐ Issues relating to authorship and/or intellectual property

Details:

Subject(s) academic grievance is related to:

Please advise previous steps take to informally resolve this grievance:

Date:	Discussed with:	Notes/Outcome:
Date:	Discussed with:	Notes/Outcome:

Please advise what action you would like to have considered to resolve your grievance:

If additional space is required or you have documentation to support your claim, please ensure to attach with this form.
Submit completed form with any documentation to Student Administration.

Declaration

I declare that the information provided is true and correct.

Student Signature: _____

Date: _____

Students will be required to comply with the Whitehouse Code of Conduct and all relevant policies and procedures.

This procedure is governed by the:

- Academic Grievance and Appeals Policy
- Academic Honesty Policy and Academic Misconduct Procedure
- Assessment Policy
- Whitehouse Code of Conduct

OFFICE USE ONLY		
Received by:		Date:
Updated:	<input type="checkbox"/> Database <input type="checkbox"/> Filed	Date: