

You should complete this form if you want to formally raise concerns about an academic decision, including your ratified academic results or any circumstances that you believe may have affected your academic results. If the issue you are concerned about is a result of an academic decision, you should complete this form. If the issue is not a result of an academic decision, you should complete the 'Informal Stage' form. For more information, please contact the Academic Registrar on 01473 209000 or email [academic.registrar@usf.ac.uk](mailto:academic.registrar@usf.ac.uk).

Preferred address for postal correspondence		
		Post Code
Telephone number		
Email address		

**SECTION B – YOUR COURSE DETAILS**

School or



C2: What are the grounds for your appeal? (tick all that apply and provide details below)

Procedural irregularity which undermined the validity of the academic result or decision



C3: What attempts have you made at early resolution?

Please provide below details of the action you have taken to try to resolve your appeal informally.

C4: How would you like your appeal to be resolved?

Empty response area for C4.

SECTION D ±

**SECTION E ± DECLARATION**

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my appeal may be disclosed to relevant members of the University to the extent necessary for its consideration.

I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the University to the extent necessary for the consideration of my appeal.

Signed	
Date	

Where to submit your formal appeal

Once completed, this form and your supporting evidence should be submitted to the Office for Student Appeals, Complaints and Conduct (OSACC)

Email: [osacc@uos.ac.uk](mailto:osacc@uos.ac.uk)

Post: Office for Student Appeals, Complaints and Conduct  
University of Suffolk  
Waterfront Building  
Neptune Quay  
IPSWICH, IP4 1QJ

For more information about academic appeals and how your appeal will be processed, please see the Academic Appeals Procedure and associated guide on MySuffolk.