



**STRATWORTH**  
UNIVERSITY

## **Appeals Policy**

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**At Stratworth University, our learners have access to a formal avenue through which they may appeal against a formal assessment decision, seek reasonable adjustments, accommodations or exceptions. The assessment of our learners is carried out by internal assessors who do so within the ambit of the learning outcomes and requirements of the course in question, and organization-wide criteria regulating the administration of the relevant course.**

### **Eligible Grounds for Appeal**

Stratworth University learners can make a formal appeal against an official recommendation or assessment outcome regarding any of the following:

- a. The decision of an assessor regarding any assessment component especially in cases where the decision of the assessor contradicts that of Stratworth University's internal quality assurance team.
- b. Decisions on submitted applications for accommodations, special considerations, reasonable adjustments or exceptions.
- c. Stratworth University's final decision on the assessment outcome of a course.

### **Understanding the Appeal Process**

Stratworth University participants who disagree with an administrative or assessment decision related to exceptions, accommodations, eligibility, or disciplinary actions may file a formal appeal. Please note that requests for retakes due to dissatisfaction with scores will not be considered. We encourage participants who may struggle with quizzes or exams to reach out to our support team beforehand.

**Important:** If you require an exception to our policies, please first contact and await a response from our support team. Only after a denied Exception Request can an appeal be considered.

## **Timeliness of Appeals**

We recommend that appeals be submitted promptly, ideally within five business days of the initial decision. Late appeals without a valid reason may not be reviewed.

## **How to File an Appeal**

### **Step 1: Complete the Appeal Request Form**

Download and fill out the [Appeal Request Form \(You can find this in the CPD forms section\)](#). Ensure you submit your appeal within five business days of the initial decision.

### **Step 2: Submit the Appeal**

Send your completed Appeal Request Form to [requests@stratworthuniversity.org](mailto:requests@stratworthuniversity.org) with a subject line that reads “Appeal Request” within five business days. Please note that cases can only be opened within one week of the initial decision.

### **Step 3: Await the Decision**

Upon receiving your appeal, our Appeals Committee will review your request. You can expect to receive a decision within ten business days. We encourage you to continue your coursework while your appeal is under review.

## **Finality of Decisions**

Appeal Committee decisions are final. Only one appeal per exception or accommodation decision is permitted. Please ensure that you provide comprehensive information to support your appeal.

## **This policy has been reviewed, approved & authorized by:**

**Name:** Prof. Dr. Lawrence Emeagwali

**Position:** Company Director

**Date:** December, 2024

**Policy Review Date:** December, 2027