

Academic Appeals Process: flow of actions.

1. Students gets an Exclusion Status Code on ITS
 - a. For this semester, this will be handled by SSD
2. The student lodge an appeal in the ITS Student iEnabler, enquiry business process
3. An email is send to an HoD (Engineering) or the Faculty Manager (FM)
 - a. The appeal is evaluated
 - b. The outcome of the appeal is entered in the
 - i. ITS Lecturer iEnabler
 - ii. Or if the "other" person does the outcome in {SSTUDS-3}
4. If the outcome is a success the,
 - a. process goes to step 5 and the system ends the EXSC
 - b. Else the process follows step 9.
5. The Senior Deputy Registrar (SDR:JRS) or representative, creates a SIGN EXSC that will still stop the student from registering
6. The student collects and sign the acknowledgement letter
7. The SDR:JRS ends the SIGN EXSC
8. The SDR:JRS scans and save the letter in the ITS system
9. If the appeal is not successful, the system checks if there is a follow-up EXSC.
10. If there is no follow-up the student is excluded.
11. If there is a follow up, the student **again** lodge an appeal against the second level EXSC
12. The system sends an email to the person responsible for presenting the second level appeal.
 - a. The process is repeated from step 3 to 9 although the Faculty Appeals Committee will now be involved
13. If the next appeal does not go to the FM, the appeal is routed to the SDR:JRS
14. The SDR:JRS process the appeal. The steps 9 to 8 is followed