

# **SIS CAMPUS SOLUTIONS**

## **STUDENTS' HOW TO GUIDE**

### **ACADEMIC EXCLUSION APPEALS**

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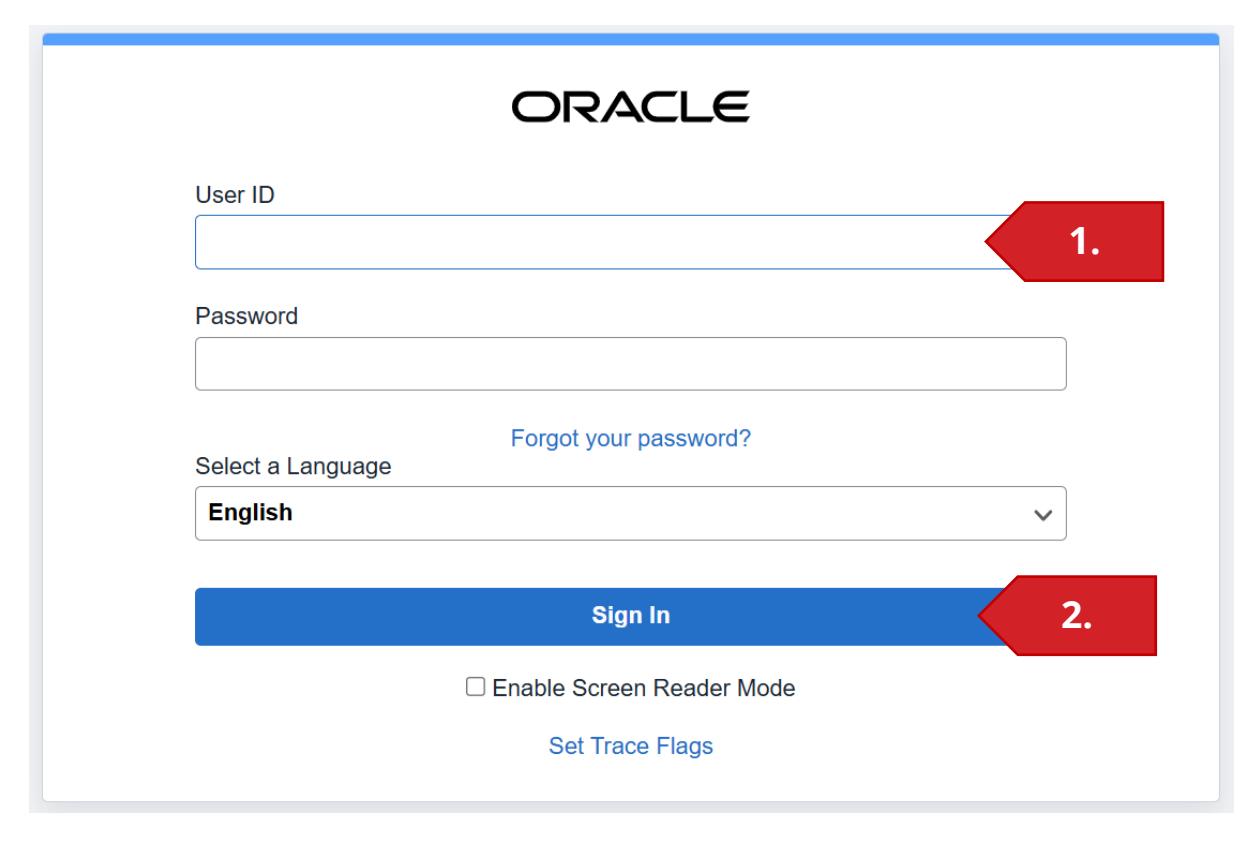
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# 1. INTRODUCTION TO THE HOW TO GUIDE

Academic exclusions and appeals can be challenging to navigate, but with the **Oracle PeopleSoft Campus Solutions** system, students have a clear and structured way to manage these processes. This guide is designed to help you understand how to log an academic exclusion appeal and how to track its progress through the system. Each section includes practical guidance and screenshots to support you every step of the way.

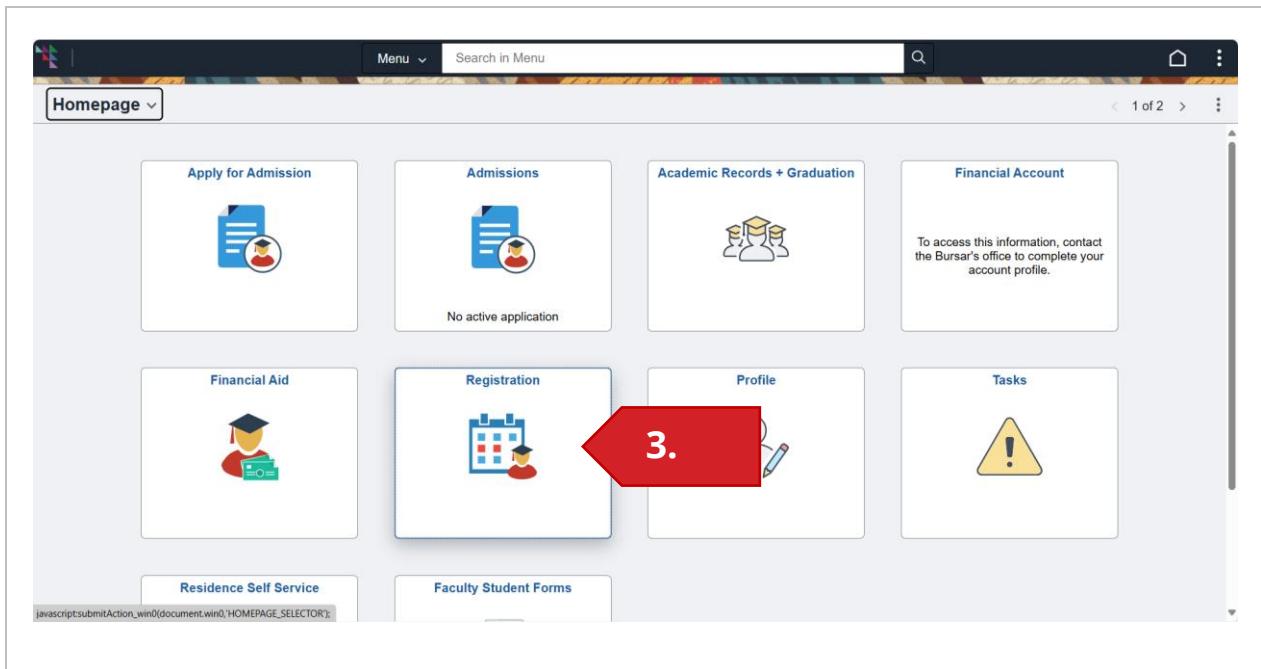
## 2. LOGGING AN ACADEMIC EXCLUSION APPEAL

If you've received an academic exclusion and wish to appeal a decision, Oracle PeopleSoft Campus Solutions provides a secure platform to submit your case. This section explains how to access the appeal feature, enter the necessary details, and ensure your submission is properly recorded. It's your first step toward resolving academic concerns through the correct channels.



The image shows a screenshot of the Oracle PeopleSoft sign-in page. At the top center is the 'ORACLE' logo. Below it are two input fields: 'User ID' and 'Password', each with a red arrow pointing to it labeled '1.'. To the right of the 'User ID' field is a 'Forgot your password?' link. Below the password field is a 'Select a Language' dropdown menu set to 'English', with a red arrow pointing to it labeled '2.'. At the bottom of the page is a large blue 'Sign In' button, with a red arrow pointing to it labeled '2.'. Below the 'Sign In' button are two links: 'Enable Screen Reader Mode' and 'Set Trace Flags'.

STEP NUMBER	ACTION
1.	Enter your <b>User ID</b> and <b>Password</b> .
2.	Click on the <b>Sign In</b> button.



STEP NUMBER	ACTION
	<b>Note:</b> The <b>Homepage</b> screen is displayed.
3.	Click on the <b>Registration</b> tile to access the <b>Academic Exclusion Appeals</b> page.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Plan and Enrol Courses</b> screen is displayed.</p>
4.	Click on the <b>Acad Exclusion Appeals</b> tab to access the <b>Student Appeals</b> page.

Student Appeals

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

This page allows you to raise an appeal against your dismissal for the following Program of Study.

Student ID: Program / Plan: Diploma Acctn / Accounting

Reason for Exclusion: Excluded: SAQA Credits for Year 2 (72) is less than minimum 86

Appeal Term: 2025

Appeal Number: 000000

Appeal Status: New

**First Level Appeal**

Main Reason for Appeal

Additional Details

Compassionate  
Financial  
**Medical**  
Other  
Work

5.

6.

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The Student Appeals screen is displayed, showing several options under the Main Reason for Appeal, including:</p> <ul style="list-style-type: none"> <li>• Compassionate: For personal or family emergencies.</li> <li>• Financial: For financial difficulties or funding issues.</li> <li>• Medical: For health-related challenges affecting academic progress.</li> <li>• Work: For job-related conflicts impacting studies.</li> <li>• Other: For reasons not covered by the listed categories.</li> </ul>
5.	Click on the <b>drop-down list</b> button in the <b>Main Reason for Appeal</b> field.
6.	Click on the <b>relevant Main Reason for Appeal</b> in the <b>Item list</b> to select it, in this guide we will be selecting <b>Medical</b> .

Student Appeals

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

This page allows you to raise an appeal against your dismissal for the following Program of Study.

Student ID: [REDACTED]  
Program / Plan: Diploma Acctnf / Accounting

Reason for Exclusion: Excluded: SAQA Credits for Year 2 (72) is less than minimum 86

Appeal Term: 2025

Appeal Number: 000000

Appeal Status: New

First Level Appeal

Main Reason for Appeal: Medical

Additional Details

7.

8.

STEP NUMBER	ACTION
7.	Enter the <b>relevant Additional Details</b> in the <b>Additional Details</b> field.
8.	Click and drag the <b>vertical scroll bar down</b> to navigate through the page.

Student Appeals

Appeal Status: New

First Level Appeal

Main Reason for Appeal: Medical

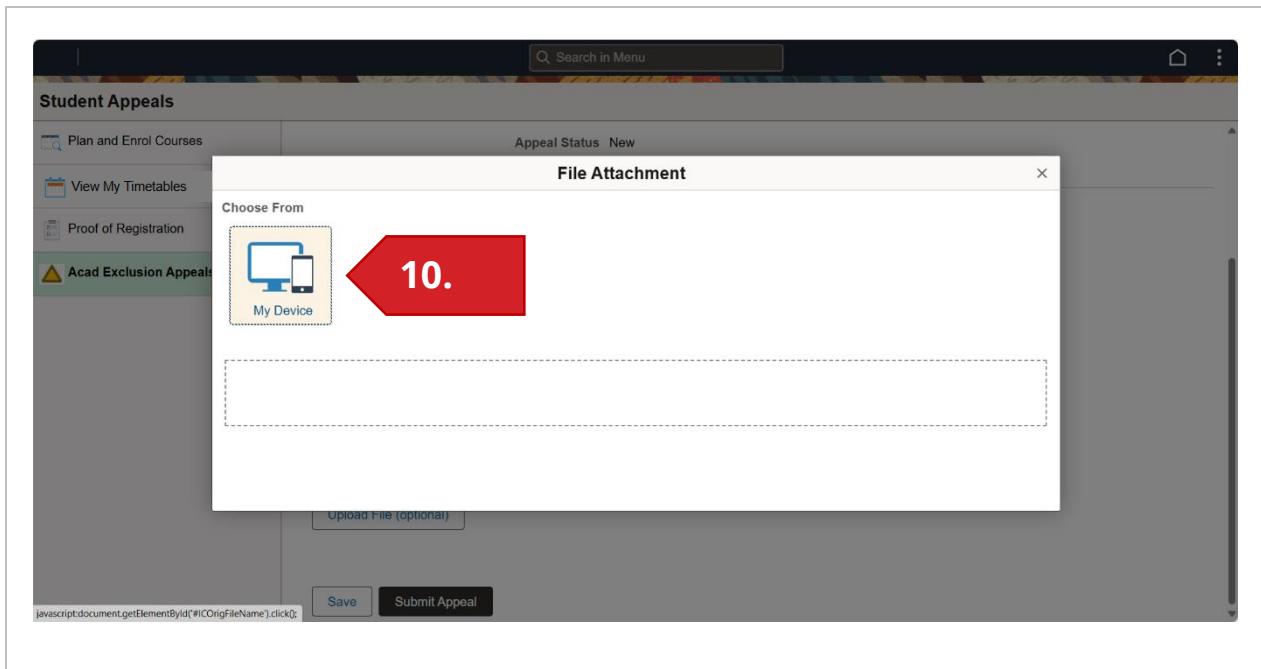
Additional Details:

I had an operation and was in hospital for three months.

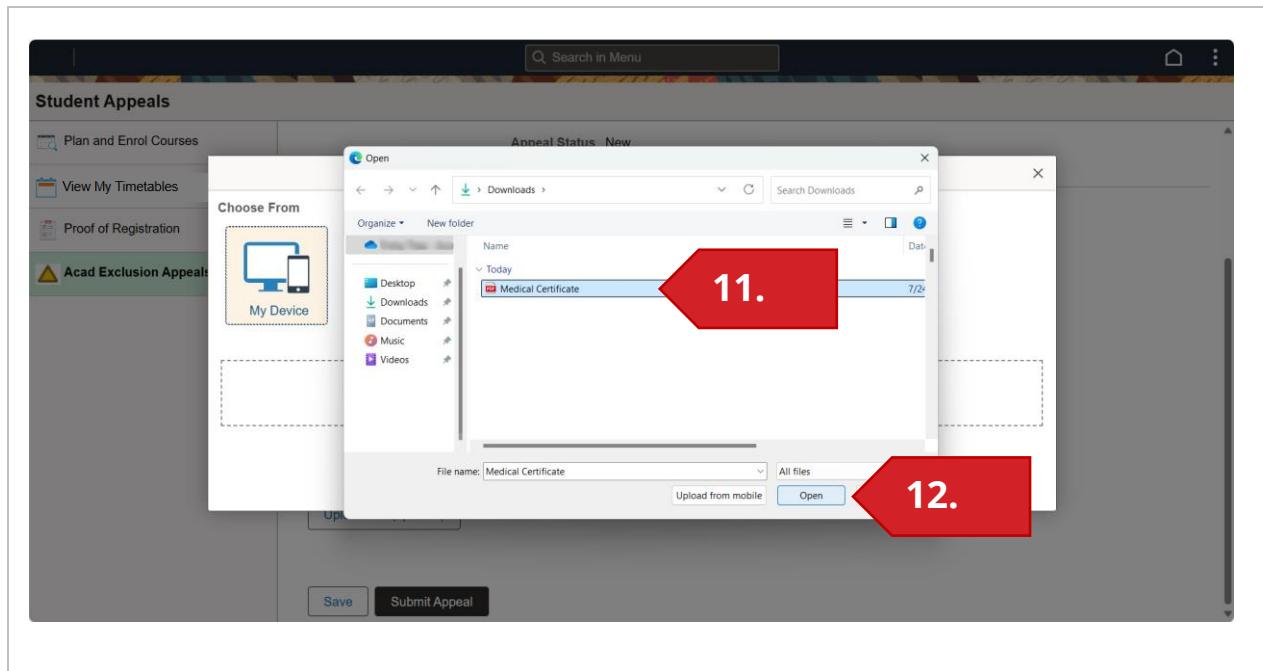
Upload File (optional)

Save Submit Appeal

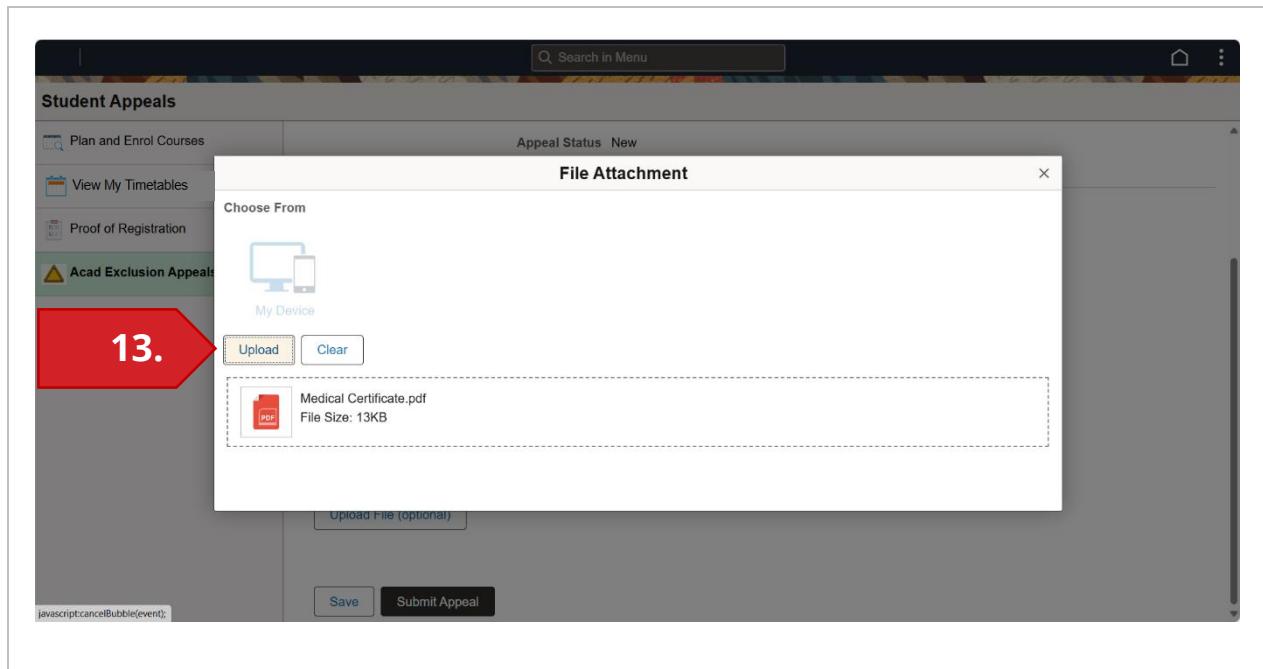
STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>Uploading a file is optional for some of the listed reasons. Uploading a file helps provide additional documentation to support and validate the request.</p>
9.	Click on the <b>Upload File (optional)</b> button.



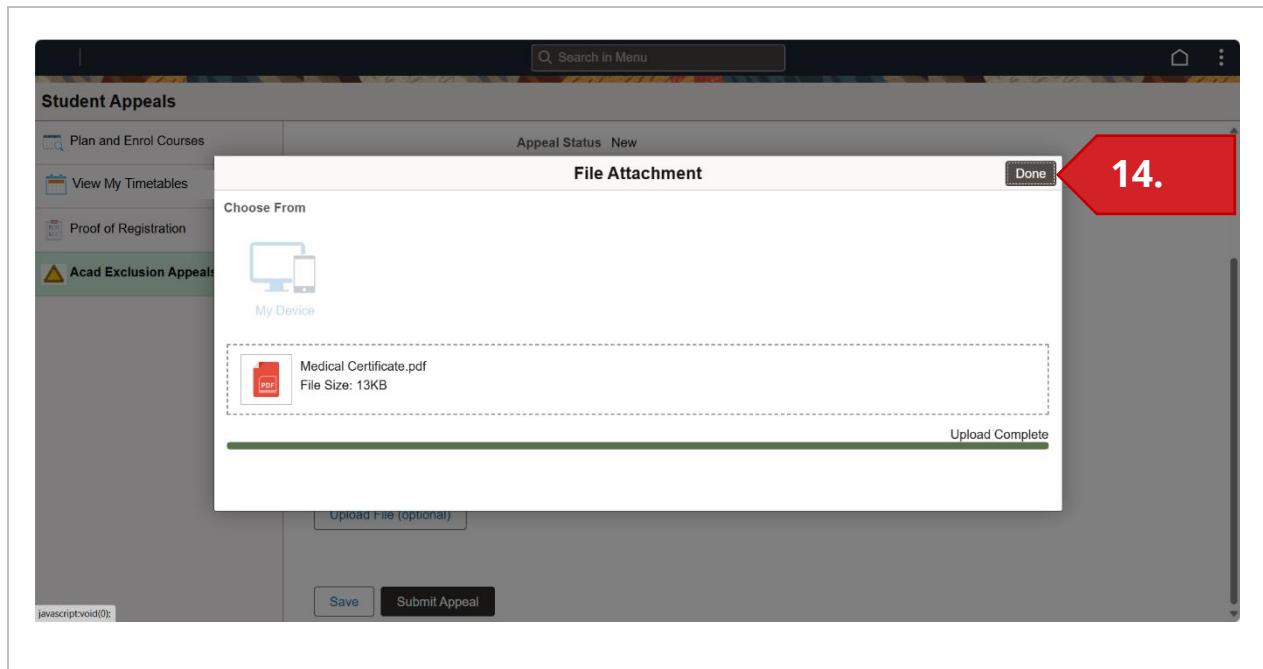
STEP NUMBER	ACTION
	<b>Note:</b> The <b>File Attachment</b> screen pops up.
10.	Click on the <b>My Device</b> button to access and upload files stored on your personal device.



STEP NUMBER	ACTION
	<b>Note:</b> Navigate to the designated folder containing the required file, then select and upload the relevant PDF file.
11.	Click on the <b>relevant PDF file</b> to select it.
12.	Click on the <b>Open</b> button to attach the relevant PDF file.



STEP NUMBER	ACTION
13.	Click on the <b>Upload</b> button to upload the <b>relevant PDF file</b> in the system.



The screenshot shows the 'Student Appeals' interface. On the left, a sidebar lists 'Plan and Enrol Courses', 'View My Timetables', 'Proof of Registration', and 'Acad Exclusion Appeals'. The 'Acad Exclusion Appeals' option is selected. The main area shows an 'Appeal Status' section with 'New' and a 'File Attachment' dialog. The dialog title is 'File Attachment' and it says 'Choose From My Device'. It shows a file named 'Medical Certificate.pdf' with a size of '13KB'. Below the file is a progress bar labeled 'Upload Complete'. At the bottom of the dialog are 'Upload File (optional)', 'Save', and 'Submit Appeal' buttons. A red arrow points to the 'Done' button in the top right corner of the dialog.

STEP NUMBER	ACTION
	<b>Note:</b> This indicates that the upload of the attached PDF file is complete.
14.	Click on the <b>Done</b> button.

Student Appeals

First Level Appeal

Main Reason for Appeal: Medical

Additional Details: I had an operation and was in hospital for three months.

Upload File (optional): Medical\_Certificate.pdf

Delete File

Save

Submit Appeal

15.

STEP NUMBER	ACTION
15.	Click on the <b>Submit Appeal</b> button to submit the first level appeal.

Appeal Status: Submitted LT (Pending Review)

**First Level Appeal**

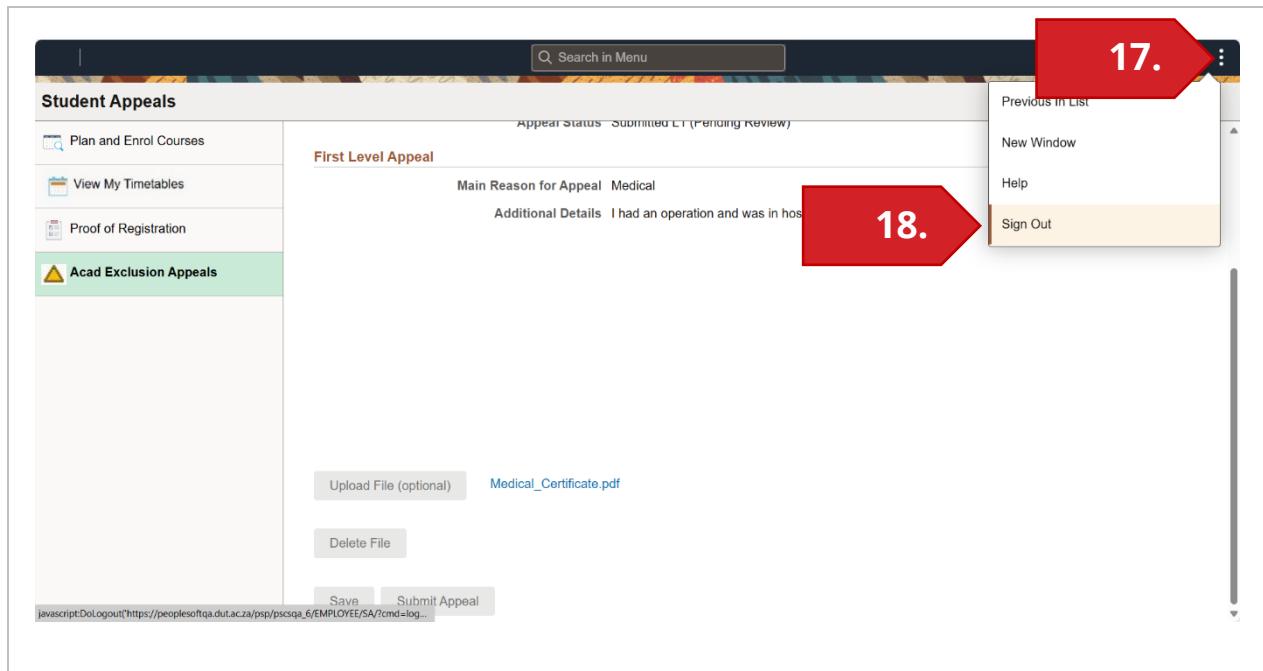
Main Reason for Appeal: Medical  
Additional Details: I had an operation and was in hospital for three months.

Your Appeal has been Submitted  
You will be informed by email as soon as your appeal has been evaluated.

OK

Upload File (optional) Medical\_Certificate  
Delete File  
Save Submit Appeal

STEP NUMBER	ACTION
	<p><b>Note:</b> A <b>pop-up message</b> will be displayed, confirming that your appeal has been submitted. You will be notified via email of the evaluation outcome.</p>
16.	Click on the <b>OK</b> button.



Student Appeals

Appeal Status: Submitted LT (Pending Review)

First Level Appeal

Main Reason for Appeal: Medical  
Additional Details: I had an operation and was in hospital

Upload File (optional): Medical\_Certificate.pdf

Delete File

Save | Submit Appeal

javascript:DoLogout("https://peoplesoftqa.dut.ac.za/psp/pscsqa\_6/EMPLOYEE/SA/?cmd=lo...

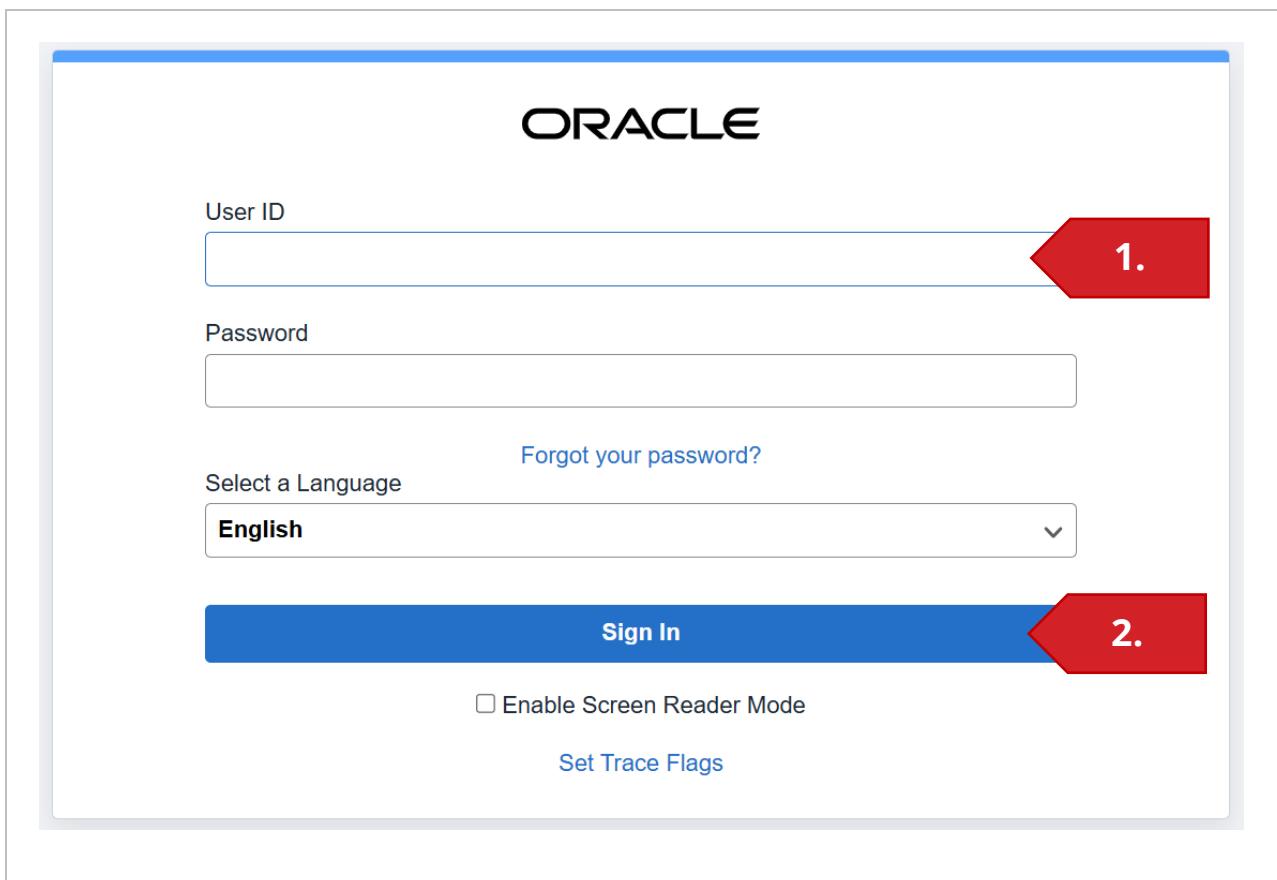
More Options

- Previous In List
- New Window
- Help
- Sign Out**

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>This step guides you through checking your first appeal. Sign out and log back in to see the result.</p>
17.	Click on the <b>More Options</b> button.
18.	Click on the <b>Sign Out</b> button to access the <b>Log In</b> screen.

### 3. CHECKING THE STATUS OF YOUR ACADEMIC EXCLUSION APPEAL

After submitting your academic exclusion appeal, it's important to stay informed about its progress. Oracle PeopleSoft Campus Solutions allows you to monitor the status of your submission in real time. This section shows you how to access updates and understand what each status means for your academic standing.



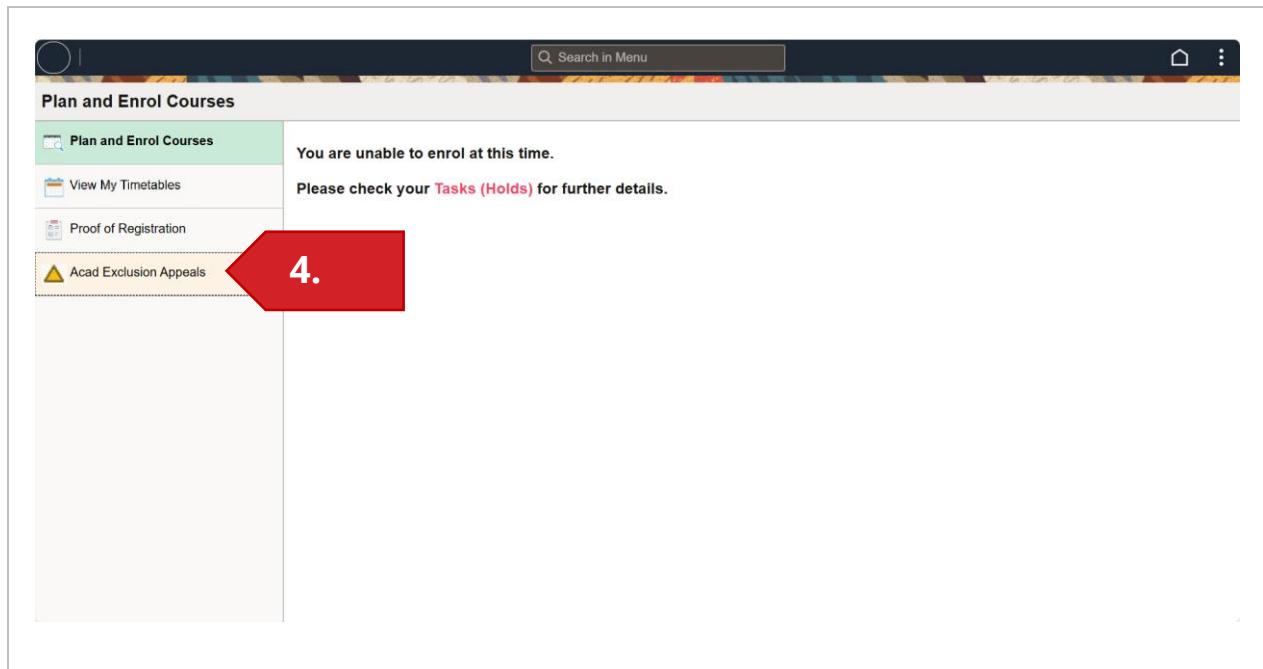
The screenshot shows the Oracle PeopleSoft Campus Solutions sign-in page. At the top is the Oracle logo. Below it are fields for 'User ID' and 'Password'. A 'Forgot your password?' link is next to the password field. A 'Select a Language' dropdown is set to 'English'. At the bottom are buttons for 'Sign In', 'Enable Screen Reader Mode', and 'Set Trace Flags'. Red callout boxes with the numbers '1.' and '2.' point to the 'User ID' field and the 'Sign In' button respectively.

STEP NUMBER	ACTION
1.	Enter your <b>User ID</b> and <b>Password</b> .
2.	Click on the <b>Sign In</b> button.

The screenshot shows the University of Guelph homepage with the following tiles:

- Apply for Admission
- Admissions (No active application)
- Academic Records + Graduation
- Financial Account (Note: To access this information, contact the Bursar's office to complete your account profile.)
- Financial Aid
- Registration (highlighted with a red box and the number 3.)
- Profile
- Tasks
- Residence Self Service
- Faculty Student Forms

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>Homepage</b> screen is displayed.</p>
3.	Click on the <b>Registration</b> tile to access the <b>Academic Exclusion Appeals</b> page.



Plan and Enrol Courses

Search in Menu

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion Appeals

You are unable to enrol at this time.  
Please check your Tasks (Holds) for further details.

4.

STEP NUMBER	ACTION
	<b>Note:</b> The <b>Plan and Enrol Courses</b> screen is displayed.
4.	Click on the <b>Acad Exclusion Appeals</b> tab to access the <b>Student Appeals</b> page.

|
|
|

Search in Menu

Home
...

**Student Appeals**

[Plan and Enrol Courses](#)
  
[View My Timetables](#)
  
[Proof of Registration](#)
  
**Acad Exclusion Appeals**

This page allows you to raise an appeal against your dismissal for the following Program of Study.

Student ID: [REDACTED]  
 Program / Plan: Diploma Acclnf / Accounting

Reason for Exclusion: Excluded: SAQA Credits for Year 2 (72) is less than minimum 86

Appeal Term: 2025  
 Appeal Number: 000004  
 Appeal Status: Appeal Accepted

**First Level Appeal**

Main Reason for Appeal: Medical  
 Additional Details: I had an operation and was in hospital for three months.

Decision Comments: Appeal accepted based on the evidence provided.

[Medical\\_Certificate.pdf](#)

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>This step indicates that the first appeal has been approved, and decision comments have been provided.</p> <p>If the first approver does not approve the appeal, you can appeal the rejection, and the same process will be followed for a second level appeal.</p>



Dear

Thank you for submitting your academic exclusion appeal. After an initial review of your submission, we have determined that additional information is required to complete the evaluation of your appeal.

To proceed with the review process, please provide additional information as detailed in the comments of the Appeals function in your Student Self-Service portal.

We wish you the best in your future endeavors.

Durban University of Technology

STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>You may receive an email requesting you to supply further information on the appeal, like the example above.</p>

## **4. CONCLUSION**

Managing academic exclusion appeals is a critical part of maintaining your academic journey, and Oracle PeopleSoft Campus Solutions makes the process transparent and accessible. With this guide, you now have the tools to submit appeals confidently and track their outcomes effectively. If you need further support, be sure to contact your faculty office for guidance.