



# **SIS CAMPUS SOLUTIONS**

**STUDENTS' HOW TO GUIDE**

**ACADEMIC EXCLUSION APPEALS**

# CONTENTS

1. Introduction to the How To Guide .....	4
2. Logging an Academic Exclusion Appeal.....	5
3. Checking the status of your Academic Exclusion Appeal.....	18
4. Conclusion.....	23

## **TRAINING CONTENT – IMPORTANT NOTIFICATION**

This training material's content is intended for general informational purposes for specific Oracle PeopleSoft transactions only.

This material may only be used and copied for DUT internal training purposes and may not be republished, nor may it be reverse engineered, translated, modified or used to make derivative information of materials without the express written permission of the applicable DUT delegated authority.

The training material has been developed within the planned timeframe of the implementation project and different environments (clients) were utilised to ensure that the material was completed within the timeframe.

Every endeavour has been made to keep the material generic in nature and have been prepared in a modular manner for easier plug-and-play for specific roles. Every effort has also been made to use dummy (mock) data to abide with all applicable legislation.

Users of the material are required to familiarise themselves with the latest DUT policies, processes, operating procedures, business rules and any regulations which might govern a specific process or function and have a responsibility to ensure that they are fully aware of the above that apply to them and their business.

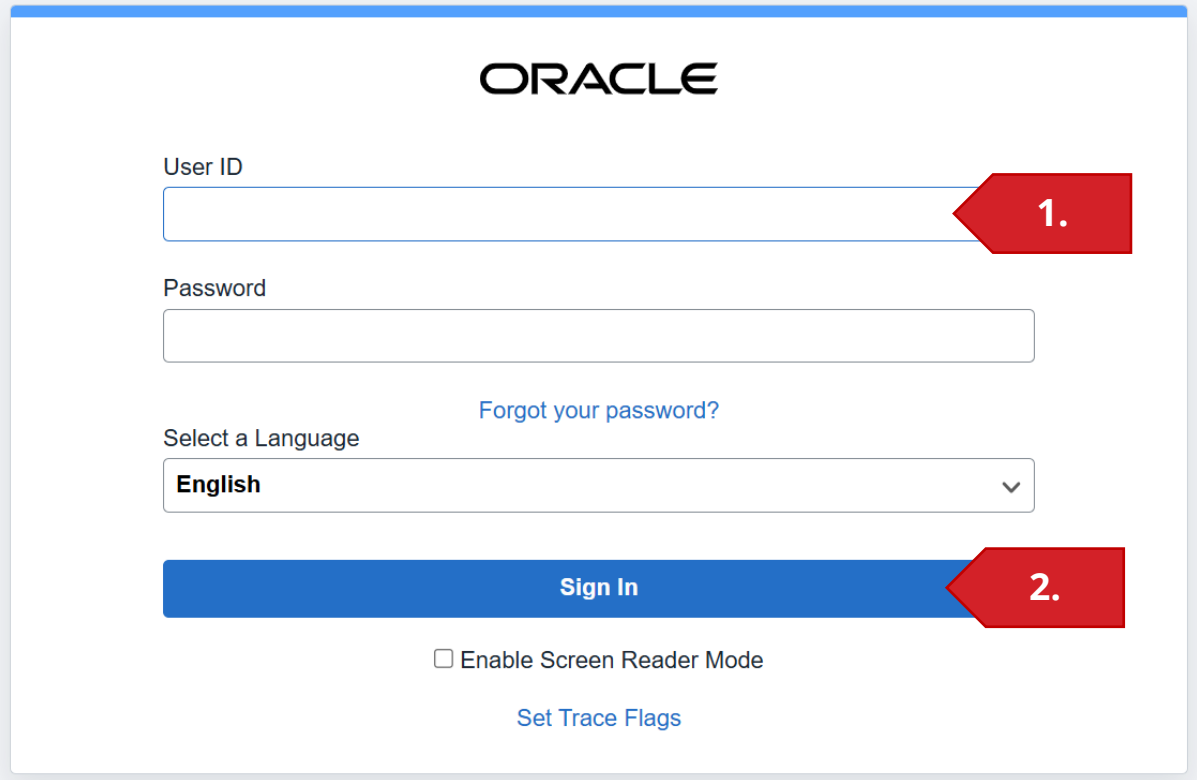
Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

# 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.

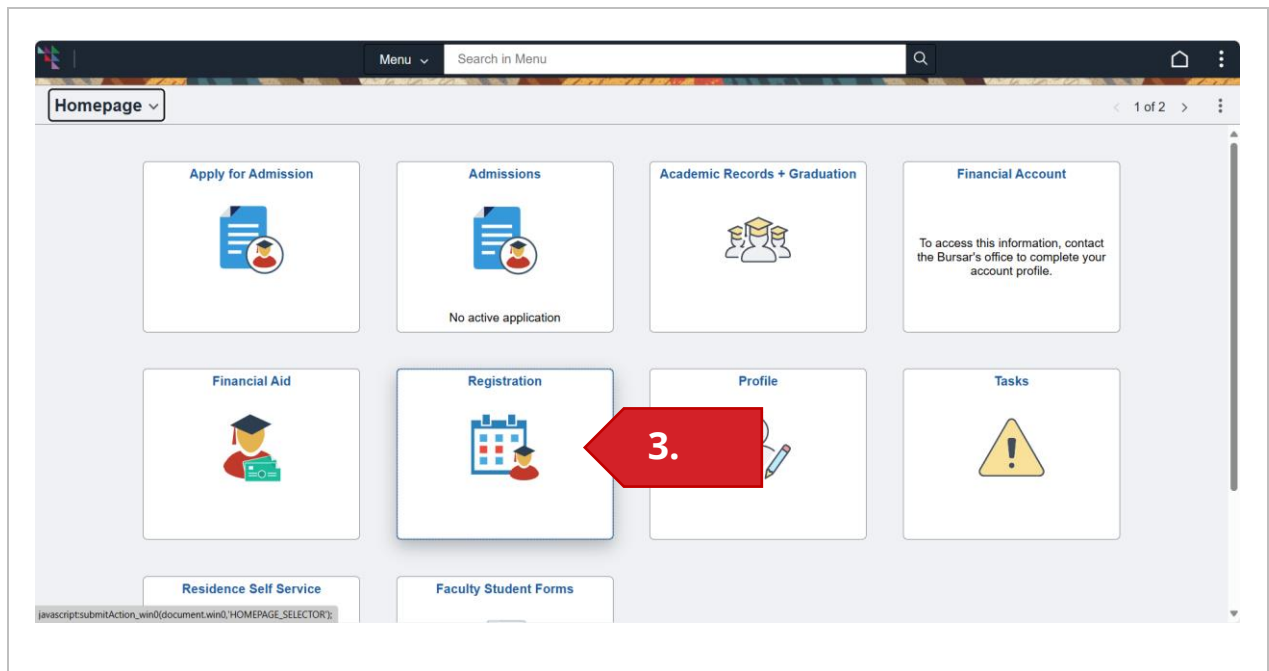
## 2. LOGGING AN ACADEMIC EXCLUSION APPEAL


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.

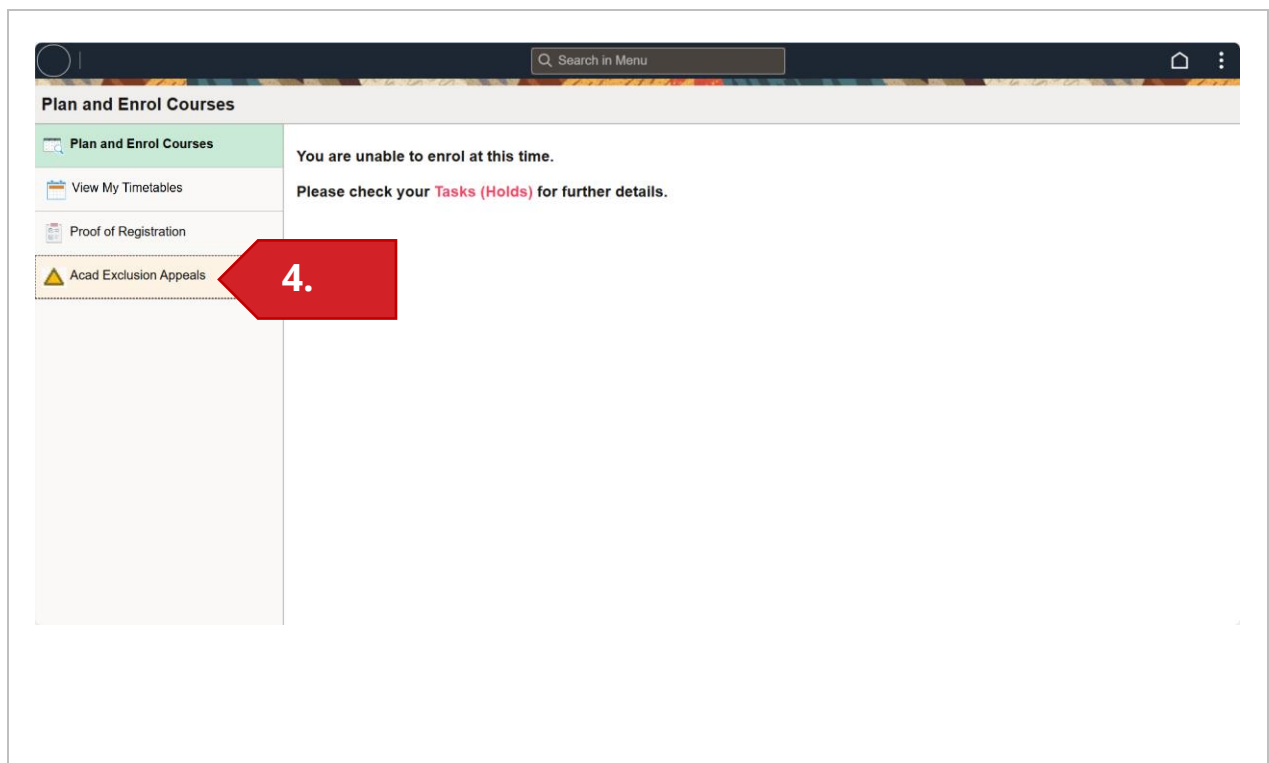



The screenshot shows the Oracle PeopleSoft login interface. At the top is the 'ORACLE' logo. Below it are two input fields: 'User ID' and 'Password'. A red arrow with the number '1.' points to the 'User ID' field. Below the 'Password' field is a link that says 'Forgot your password?'. Underneath is a 'Select a Language' dropdown menu with 'English' selected. A large blue 'Sign In' button is positioned below the language menu, with a red arrow and the number '2.' pointing to it. At the bottom of the login area, there is a checkbox labeled 'Enable Screen Reader Mode' and a link that says '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
	<p><b>Note:</b></p> <p>The <b>Homepage</b> screen is displayed.</p>
3.	<p>Click on the <b>Registration</b> tile to access the <b>Academic Exclusion Appeals</b> page.</p>



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

**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 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

Additional Details


Compassionate

Financial

**Medical**

Other

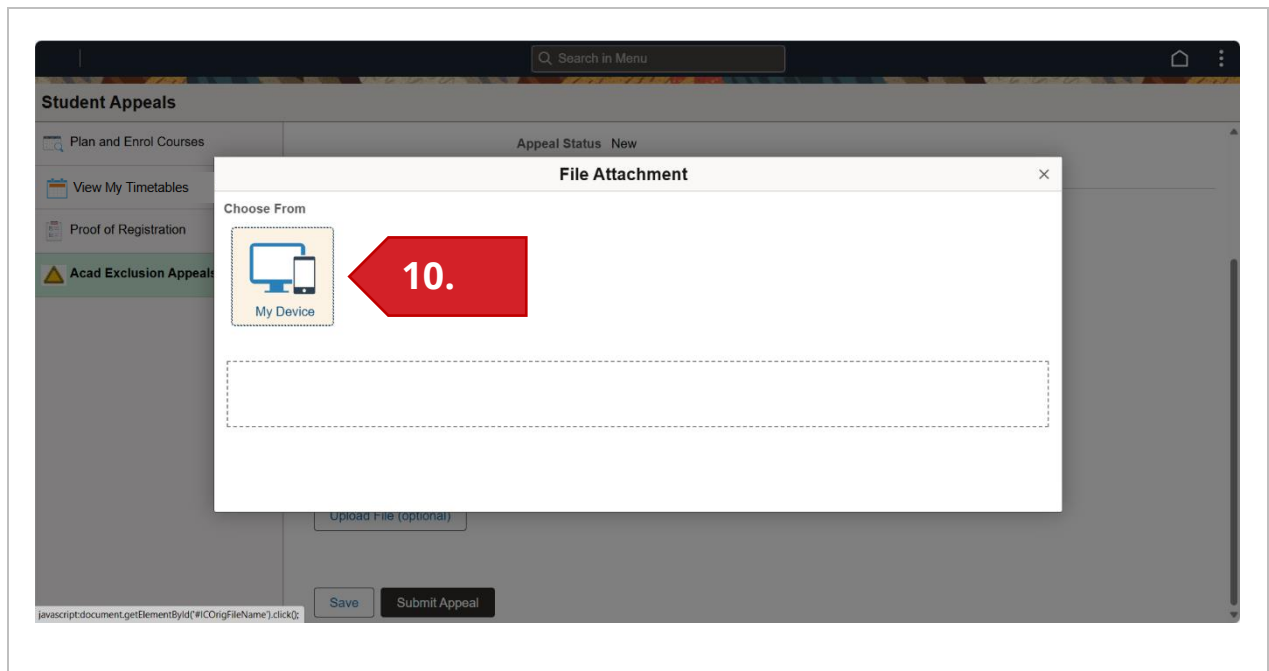
Work


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>	
<b>5.</b>	Click on the <b>drop-down list</b> button in the <b>Main Reason for Appeal</b> field.
<b>6.</b>	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> .

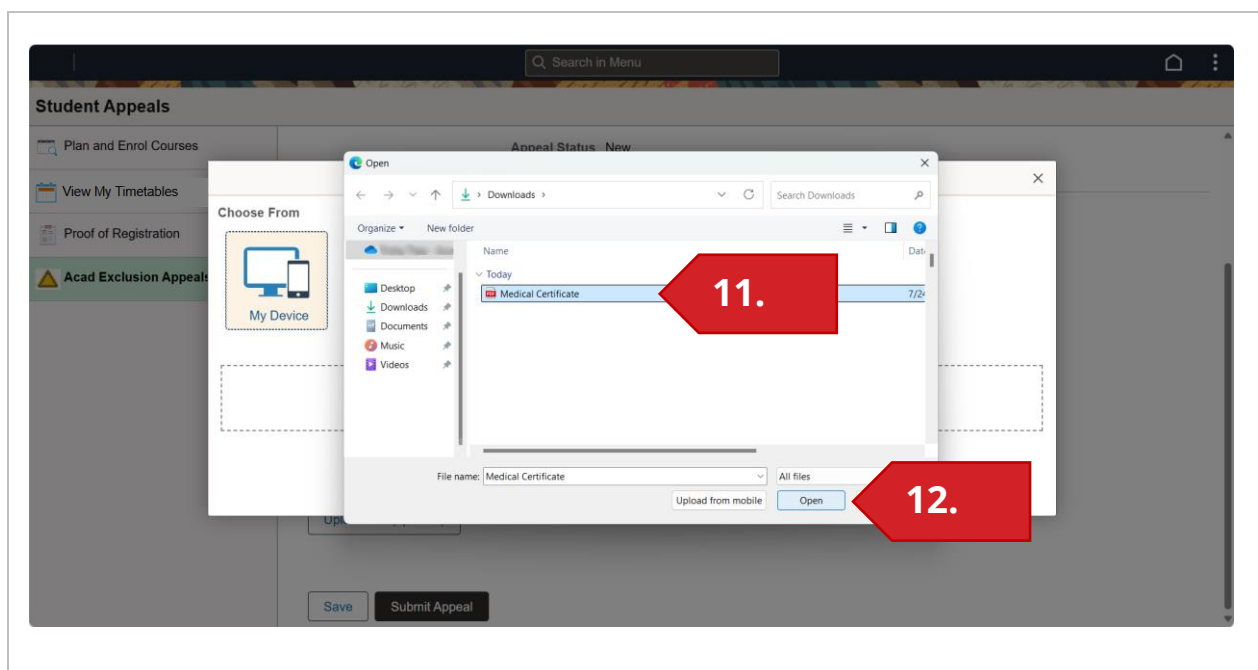





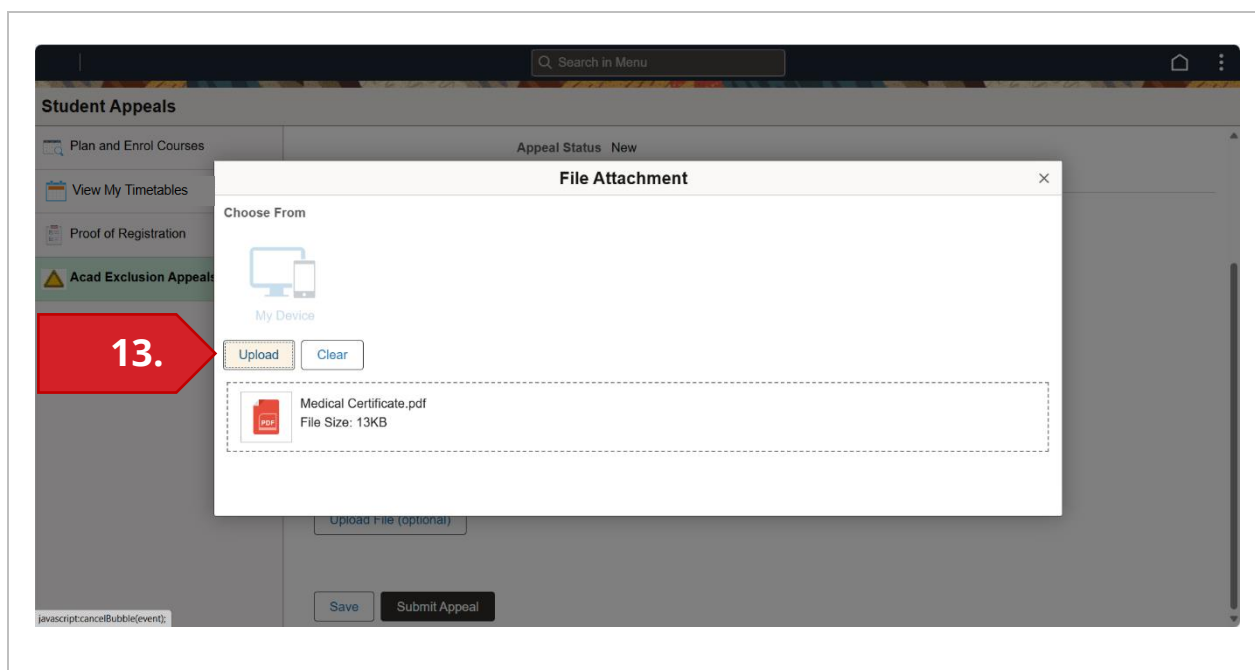




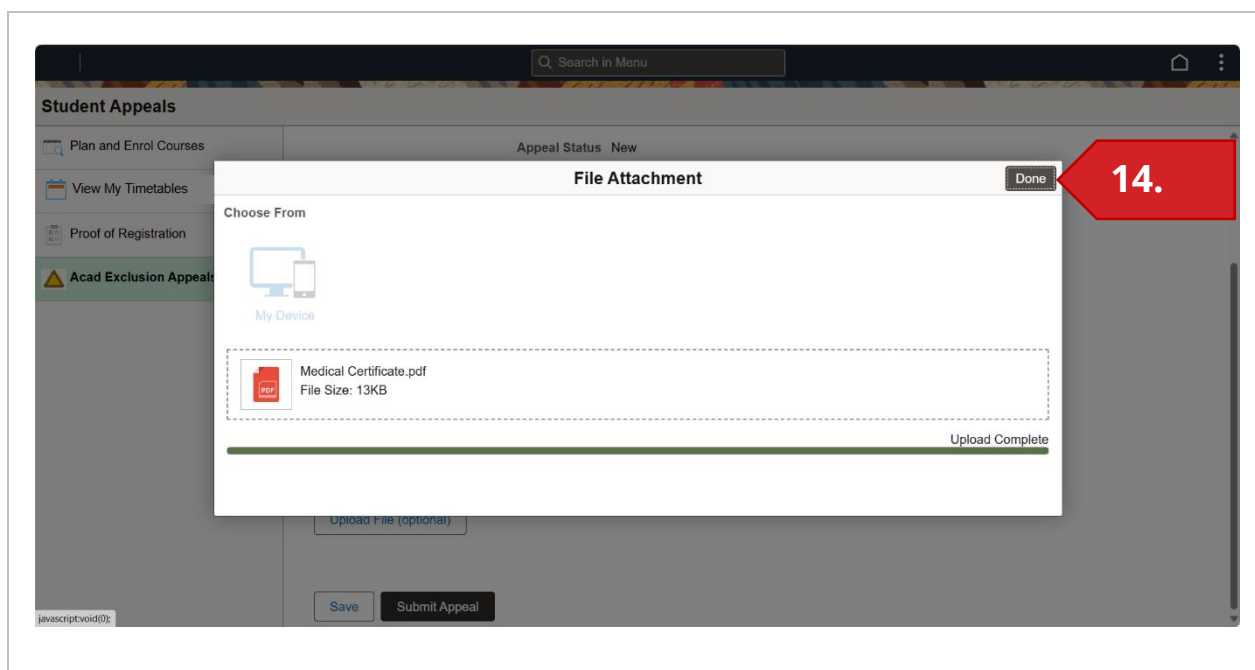
STEP NUMBER	ACTION
	<p><b>Note:</b></p> <p>The <b>File Attachment</b> screen pops up.</p>
<p><b>10.</b></p>	<p>Click on the <b>My Device</b> button to access and upload files stored on your personal device.</p>



STEP NUMBER	ACTION
 <p><b>Note:</b></p> <p>Navigate to the designated folder containing the required file, then select and upload the relevant PDF file.</p>	
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.



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

Search in Menu

Student Appeals

Plan and Enrol Courses

View My Timetables

Proof of Registration

Acad Exclusion 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

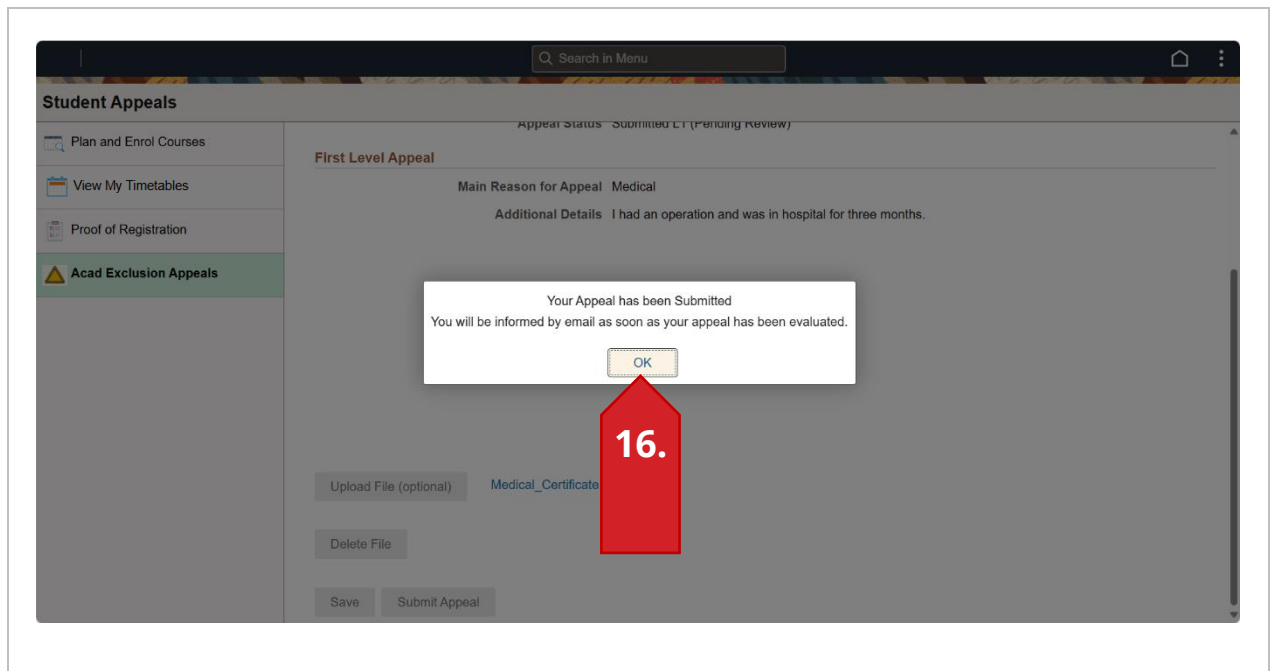
Delete File


Save

Submit Appeal

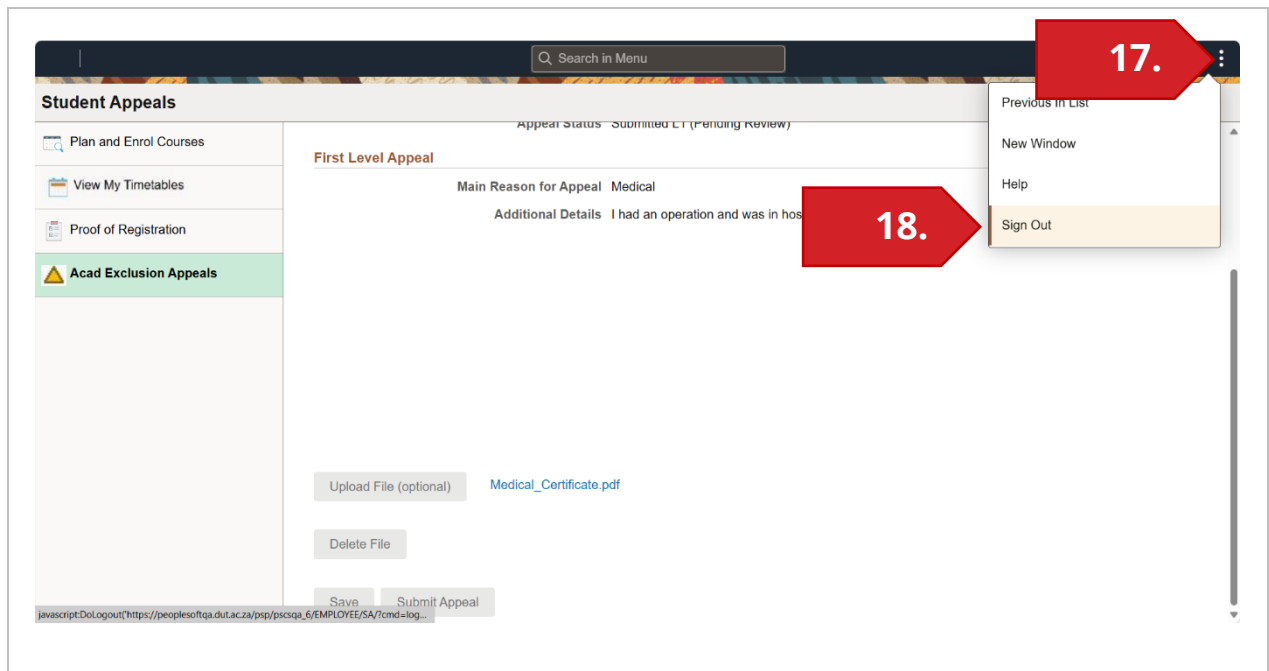
15.


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



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.

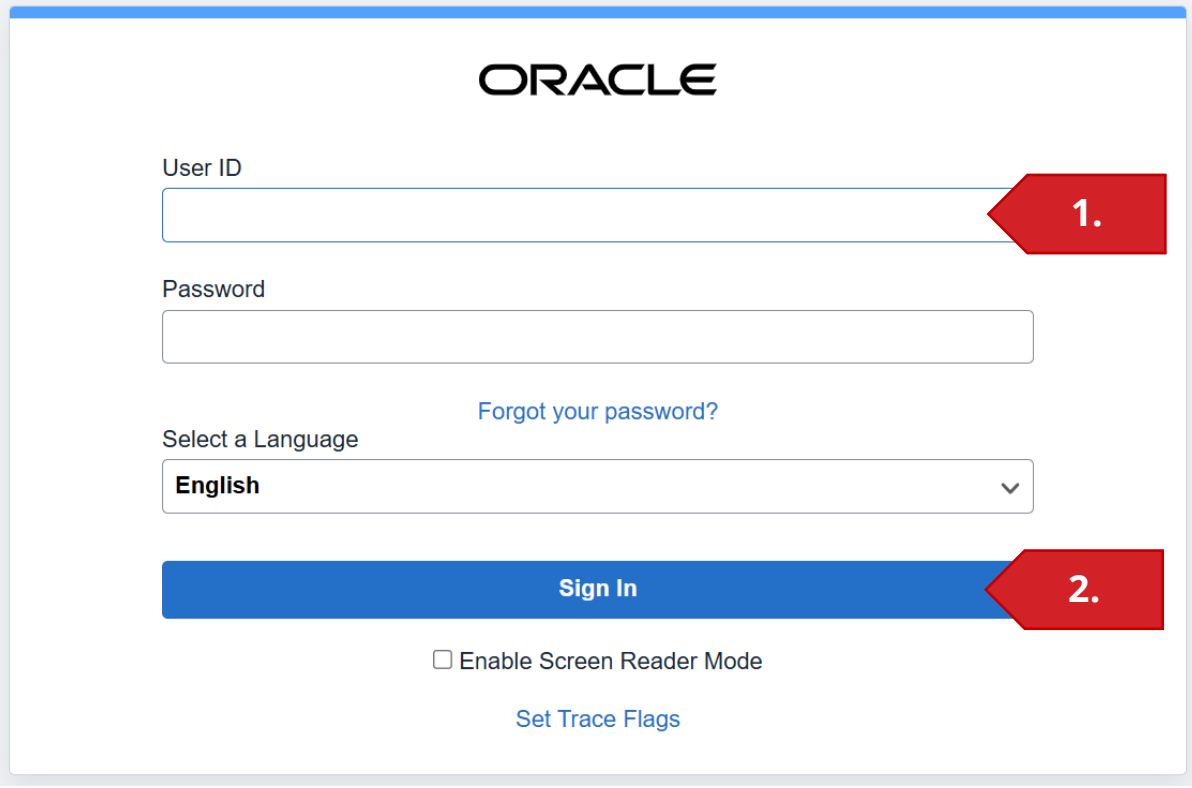




STEP NUMBER	ACTION
 <p><b>Note:</b> This step guides you through checking your first appeal. Sign out and log back in to see the result.</p>	
17.	Click on the <b>More Options</b> button.
18.	Click on the <b>Sign Out</b> button to access the <b>Log In</b> screen.

### 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.



ORACLE

User ID

Password

[Forgot your password?](#)

Select a Language

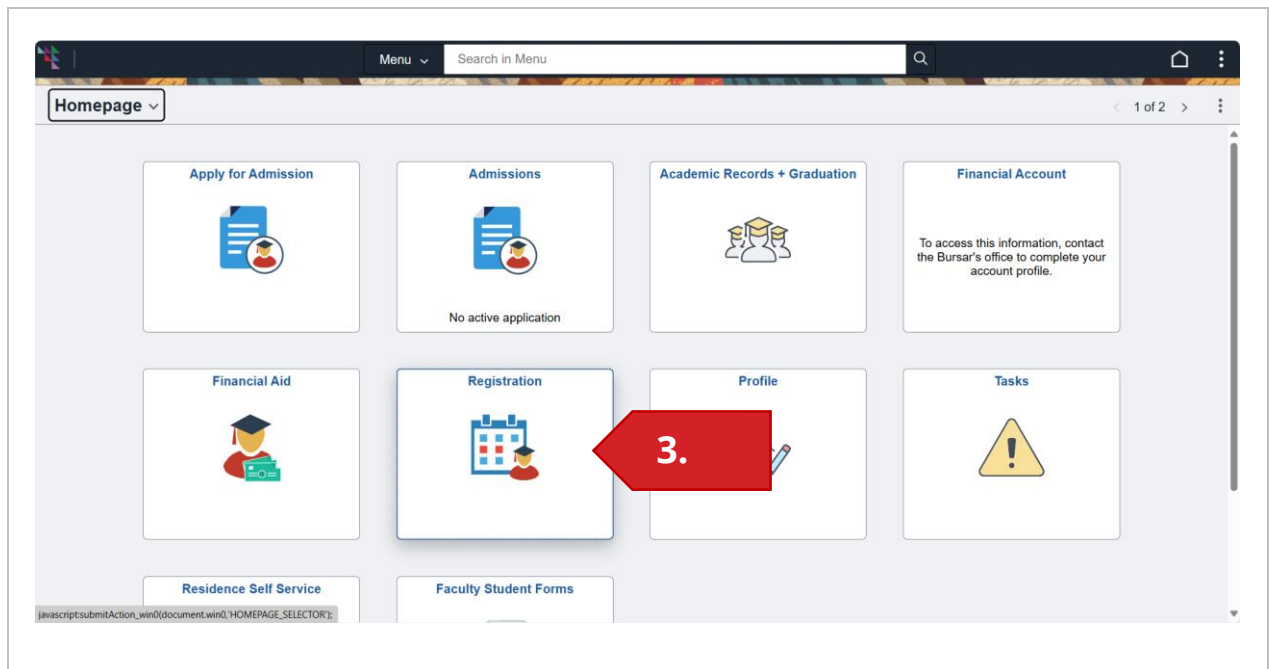
English


Sign In

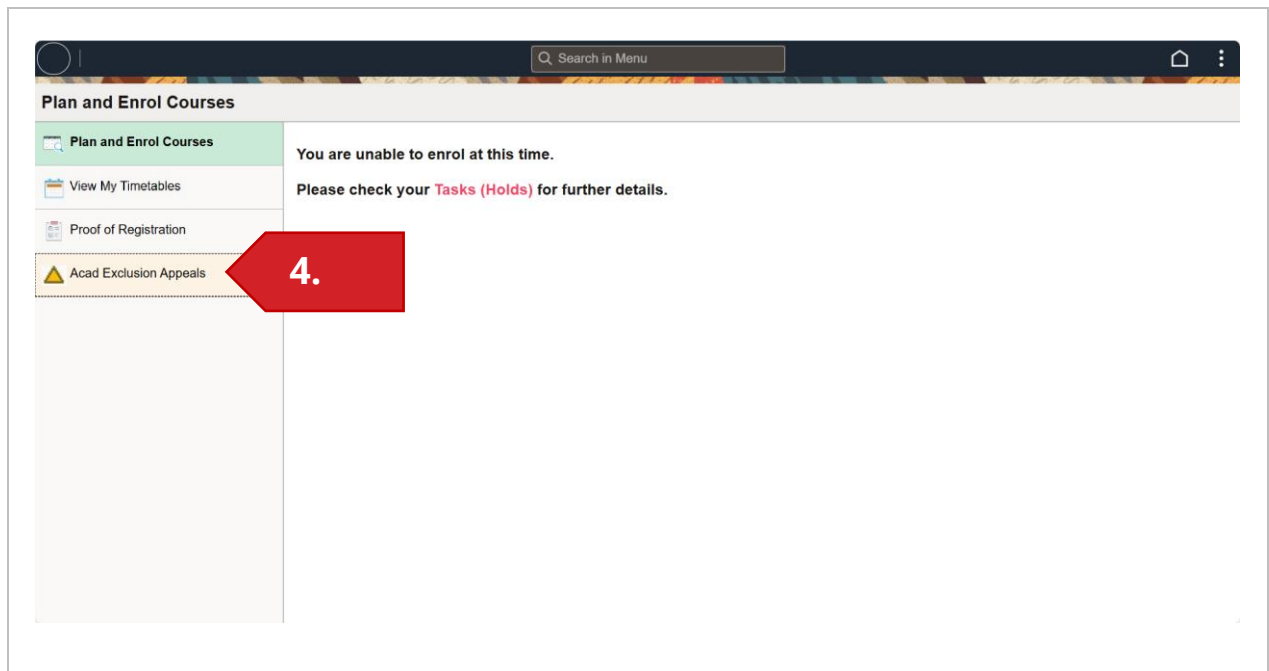
☐ Enable Screen Reader Mode


[Set Trace Flags](#)

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



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



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