



Appeal to Student Appeals Committee against Review of Final Grade

This form is to request the Student Appeals Committee to review the Pro Vice Chancellor's decision regarding your appeal against a final grade. It can only be lodged where you:

- (a) have fulfilled all of the assessment requirements, including any attendance requirements, and
- (b) have exhausted all of the avenues for resolving the appeal (i.e. discussed the matter with the relevant Course Coordinator / Program Director / examiner, appealed to your Head of School or the Director of Regional Engagement, and appealed to the Pro Vice Chancellor), and
- (c) are appealing on the grounds that:
 - assessment policies and procedures as set out in the University's *Assessment Policies and Procedures Manual* were not adhered to, or
 - the Course Coordinator did not give due consideration to your requirements in the assessment process leading to the final grade, after they had been formally notified of your requirements in accordance with the University's provision for student's with disabilities

This form, with supporting documentation, must be lodged with the Director: Student and Academic Services within **TWENTY working days** from the date specified in the letter notifying you of the decision by the Pro Vice Chancellor.

Please refer to Section 11 of the *Assessment Policies and Procedures Manual* for more information about appealing against a final grade <http://www.unisa.edu.au/policies/manual>

Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs: Family name(s):

First name:

Date of birth: Contact No:

Program details:

Program code: Program title:

Course code: Course title:

Part B: Grounds for review (attach supporting documentation)

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Student Declaration

I wish to make an appeal on the grounds set out in this form. A review of the final grade by the Head of School / Director: Regional Engagement, and by the Pro Vice Chancellor of the division responsible for the teaching of the course failed to resolve the dispute.

Student Signature:

Date:

LODGING YOUR APPLICATION

With the Director: Student and Academic Services

In person

Director: Student and Academic Services
Reception
Level 1, 101 Currie St
Adelaide 5000

By post

Director: Student and Academic Services
University of South Australia
GPO Box 2471
Adelaide SA 5000

By fax

+61 8 8302 2195

OFFICE USE ONLY

Student and Academic Services

Date received:

Received by: