



# Request to Pro-Vice Chancellor for Review of Final Grade

This form is a request for the Pro Vice Chancellor to review your final grade, and can only be lodged where:

- you do not accept the final grade in a course (not a research notation),
- you have discussed the matter with the Course Coordinator / Program Director / or examiner, and the matter has not been resolved, and
- a review of your final grade by the Head of School or Director: Regional Engagement has failed to resolve the dispute.

You should lodge this form with the relevant Pro Vice Chancellor within **FIVE working days** of being notified of the Head of School's decision.

Please refer to Section 8 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:

Campus:

## Part B: Grounds for review: (Attach supporting documentation, including evidence of the discussion with your Course Coordinator, and the Head of School's decision.)


## Student Declaration

I request a review of my final grade in the course/program described above. A review of my final grade by the Head of School or Director: Regional Engagement failed to resolve the dispute.

Student Signature:  Date:

## LODGING YOUR APPLICATION

### With Division Office

#### In person

**Division of Business**  
City West Campus  
Level 2, Way Lee Building  
North Terrace,  
Adelaide

**Division of Education, Arts & Social Sciences**  
Magill Campus  
Level 2, Amy Wheaton Building  
St Bernards Road  
Magill

**Division of Health Sciences**  
City East Campus  
North Terrace,  
Adelaide Playford Building, P6-40  
Adelaide

**Division of Information Technology, Engineering and the Environment**  
Level 2 The Mawson Centre,  
Mawson Lakes Campus  
Mawson Lakes Blvd  
Mawson Lakes

#### By post

Pro Vice Chancellor of the Division of (name of division)  
University of South Australia  
  
GPO Box 2471  
Adelaide SA 5000

#### By fax

Business	+61 8 8302 0095
Education, Arts & Social Sciences	+61 8 8302 4660
Health Sciences	+61 8 8302 2030
Information Technology, Engineering and the Environment	+61 8 8302 3799

**OFFICE USE ONLY****Office of the Pro Vice Chancellor to complete**

Date received:

Received by:

**Result of Review - Change of Mark****Result of Review - Change of Grade** Yes, new Mark: No Yes, new grade: No

Comments:

Date student notified of outcome:

Pro Vice Chancellor's signature:

Following documentation forwarded to Campus Central:

- Completed form
- Copy of the letter notifying student of outcome
- Completed Change of Grade form

Date sent to Campus Central: