

This form is a request for the Executive Dean to review your final grade, and should only be lodged where:

- you do not accept the final grade in a course (not a research notation), and
- you have discussed the matter with the Course Coordinator and the matter remains unresolved.

You should lodge this form at your Partner Administration Office within TEN working days of being notified of the decision of the Course Coordinator.

Please see 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:

First name(s):

Family 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)

Continue to page 2 Student Declaration

Student Declaration	
I request a review of my final grade in the course described above and confirm that I have discussed the matter with my Course Coordinator and the matter remains unresolved.	
Student Signature:	Date:

LODGING YOUR APPLICATION
This application is to be lodged through your Partner Administration Office

OFFICE USE ONLY			
Partner Administration Office:			
Date received from student:		Date uploaded to Collaborate™:	
UniSA Office: Student and Academic Services (SAS)			
Received by:		Date:	
Executive Dean to complete:			
Result of Review - Change of Mark		Result of Review - Change of Grade	
<input type="checkbox"/> Yes, new mark:	<input type="checkbox"/> No	<input type="checkbox"/> Yes, new grade:	<input type="checkbox"/> No
Comments:			
Date student notified of outcome:			
Executive Dean signature:			