



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 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 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 failed to resolve the dispute.

Student Signature:

Date:

LODGING YOUR APPLICATION

With Division Office

In person

Division of Business
City West Campus
Level 2, David Pank Building
160 Currie Street
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 5001

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



Request to Pro-Vice Chancellor for Review of Final Grade

Office of the Pro Vice Chancellor to complete

Date received:		Received by:	
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:			
Pro Vice Chancellor's signature:			
Following documentation forwarded to Campus Central:		Date sent to Campus Central:	
<input type="checkbox"/> Completed form			
<input type="checkbox"/> Copy of the letter notifying student of outcome			
<input type="checkbox"/> Completed Change of Grade form			