

Appeal to Course Coordinator for Review of Final Grade

Offshore use only

This form is a request for the Course Coordinator 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 wish to discuss the matter with the Course Co-ordinator.

You should lodge this form at your Partner Administration Office, within TEN working days of the release of your final grade.

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 documentate	tion)					

Continue to page 2 Student Declaration



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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:					
Course Coordinator to complete:							
Result of Review - Change of Mark		Result of Review - Change of Grade					
☐ Yes, new mark:	□ No		☐ Yes, new grade:		□ No		
			☐ Change of Grade form submitte	of Grade form submitted			
Comments:							
Date student notified of outcome:							
Course Coordinator signature:							