



Request to Head of School or Director: Regional Engagement for Review of Final Grade

This form is a request for the Head of School or Director: Regional Engagement 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 / Program Director / examiner, and the matter remains unresolved.

You should lodge this form at your School office within **TEN working days** of being notified of the Course Coordinator's decision.

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)

Student Declaration

I request a review of my final grade in the course/program described above and confirm that I have discussed the matter with my Course Coordinator / Program Director / examiner and the matter remains unresolved.

Student Signature:

Date:

LODGING YOUR APPLICATION

With the Head of School

In person

Deliver to the relevant school office on campus

By post

Head of School
(insert relevant school office)
GPO Box 2471
Adelaide SA 5000

With the Director: Regional Engagement

In person

Director: Regional Engagement & Dean
University of South Australia
111 Nicolson Avenue
Whyalla Norrie SA 5608

By fax

Whyalla & Mt Gambier -
+61 8 86476082

By post (Whyalla)

University of South Australia
Whyalla Campus
111 Nicolson Avenue
Whyalla Norrie SA 5608

By post (Mt Gambier)

University of South Australia
PO Box 798
Mount Gambier SA 5290

OFFICE USE ONLY**Head of School or Director: Regional Engagement**

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:

Head of School/Director: Regional Engagement 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: