
LODGING YOUR APPLICATION

This application is to be lodged with **your Head of School or Director: Regional Engagement** or your **School Office**

OFFICE USE ONLY

Head of School to complete:	
Date request lodged:	
Result of review <i>Change of mark:</i> Yes <input type="checkbox"/> If yes, enter new mark _____ No <input type="checkbox"/>	<i>Change of grade:</i> Yes <input type="checkbox"/> If yes, enter new grade _____ No <input type="checkbox"/>
Comments: 	
<i>Date student notified of outcome:</i>	
<i>Head of School signature:</i>	<i>Date:</i>
<i>Head of School (print name):</i>	
Following documentation forwarded to Campus Central: <ul style="list-style-type: none">▪ Completed form▪ Copy of the letter notifying the student of the outcome▪ Completed Change of Grade form	<i>Date:</i>

Student appeals against final grades

Extract from 2008 Assessment Policies and Procedures Manual (section 8: Final Grades), available at <http://www.unisa.edu.au/policies/manual/default.asp>

8.7 Student appeals against final grades

- 8.7.1 These procedures apply only to final grades in courses, and not to research notations. Appeals against final grades in higher degrees by research are conducted in accordance with the [Academic Regulations for Higher Degrees by Research](#).
- 8.7.2 Disputes about final grades will be resolved in accordance with the following procedures:
- a. A student who does not accept the final grade should consult the Course Coordinator, Program Director, or examiner within ten working days of the release of the final grade (see clause 8.1.5). In the case of transnational students, the appropriate form must be lodged with the UniSA partner administration office within ten days.
 - b. Where the dispute is not resolved through consultation with the Course Coordinator, [Program Director](#) or examiner, the student may request the Head of the school responsible for delivery of the course to undertake a review of the final grade. Such requests must be lodged in writing within ten working days of the student being notified of the Course Coordinator's decision.

The review by the Head of School, which may include a re-mark of the [examination](#) paper, will normally be completed within ten working days from the date on which the request was lodged. The Head of School is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade will become the final grade.
 - c. Where the dispute is not resolved through the review conducted by the Head of School, the student may request the Pro Vice Chancellor of the division responsible for delivery of the course to undertake a review of the final grade. Such requests must be lodged in writing within five working days of the student being notified of the Head of School's decision.

The review by the Pro Vice Chancellor will normally be completed within ten working days from the date on which the request was lodged. The Pro Vice Chancellor is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade will become the final grade.
 - d. Where the dispute is not resolved through the review conducted by the Pro Vice Chancellor, the student may lodge an appeal to the Student Appeals Committee within 20 working days of being notified of the Pro Vice Chancellor's decision (see Section 11 of this Manual).
- 8.7.3 The outcome of any appeal process is to be communicated to the student in writing, and a copy must be provided to Campus Central to be retained on the student's file.

Formal appeal to the Student Appeals Committee

A formal appeal to the Student Appeals Committee can only be lodged after an appeal to the Pro-Vice Chancellor **has not** been successful.

To lodge an appeal with the Student Appeals Committee, see section 11 of the [Assessment Policies and Procedures Manual](#), and complete the Appeal to Student Appeals Committee against Final Grade located at <http://www.unisa.edu.au/student/forms/default.asp>.