

MACQUARIE UNIVERSITY

Appeals Against Final Grades Form

If you are from the Division of Economic and Financial Studies DO NOT USE THIS FORM.

All students should read the relevant section of the Handbook of Undergraduate Studies or Handbook of Postgraduate Studies BEFORE submitting this form to the relevant Division office.

	Unit Code & Name _____
Student Name: _____	Lecturer's Name: _____
Student ID: _____	Tutor's Name: _____
Degree Enrolled: _____	Date of Contact*: _____

* If you have not received correspondence within 5 working days from the initial contact date, you should lodge a formal request for an appeal against grade, by submitting the reverse side of this form with appropriate paperwork with the Dean of Division offering the unit by the date as detailed in the Handbook of Undergraduate Studies or Handbook of Postgraduate Studies.

Step 1: (Consultation)

1. I would like my grade to be reviewed because:

- Unit Co-ordinator did not provide the outline as required
- Assessment requirements as specified in the unit outline were varied in an unreasonable way
- A clerical error has occurred in the computation of the grade
- Due regard has not been paid to the evidence of illness or misadventure that was submitted by the specified date
- I have been disadvantaged in some way due to the conduct of the final examination
- Examiner's judgement was not objectively applied because of prejudice against the individual

2. Summarise the details of your case (attach original documents)

Signed: _____ Date: _____

