

Institute Appeal Submission Form

Student Name

Student ID

Provider

Institute

Location

Program

Where to send this form:

Course(s) that this appeal relates to:

Course Code

Course Name

What are you appealing?

Application for Review of Final Grade – complete page 2 and provide supporting evidence

Exclusion or Suspension – please attach a statement and provide supporting evidence

Credits – please attach a statement and provide supporting evidence

Other – please specify

Signed

Date

Federation University Administration use only.....

Partner Provider, Program Coordinator or Course Coordinator Recommendation/Comments:

Name

Signature

Role

Date Appeal received

Notes

Application for Review of Final Grade

Name

Student ID

Location

This section applies to Application for Review of Final Grade only

The following are the **only** available grounds for Application of Review of Final Grade under *Federation University Australia (Student) Regulations 2022*

I am appealing my grade for this course on the following grounds: **You must tick at least one box**

Tick

- 1 Failure of the Course Description and accompanying assessment materials to be explicit in identifying the learning tasks the students are required to complete in the course.
- 2 Failure of the Course Description and accompanying assessment materials to be explicit in identifying how students will be assessed.
- 3 Failure of the assessors to comply with the assessment procedures set out in the Course Description and accompanying assessment materials.
- 4 Failure to fairly and appropriately apply the criteria set out in the Course Description and accompanying assessment materials.

If your appeal does not meet any of above grounds or you fail to provide verifiable evidence, your appeal may be dismissed.

Statement of appeal: This statement should outline specifically how there was a failure in the selected grounds (above)