



Application for Review of Grade HEFOR28

IMPORTANT INFORMATION

When this form should be used:

1. There may be instances where a student believes that their final grade in a unit does not correctly reflect their performance against the criteria. Students may choose to informally discuss their concern with the academic staff responsible for the unit. Where the informal approach is not appropriate, or the student wishes to take the matter further, they may apply for a Review of Grade.
2. Students are strongly advised to consult with their unit lecturer and course coordinator before completing this form.
3. The Application for Review of Grade needs to be made after the final grade is published at the end of a semester.
4. A grade cannot be reviewed where the grade awarded is the outcome of a determination under the Student Misconduct policy.
5. There will be a prescribed fee for this review. The fee is applicable for any grade other than a Fail (N) grade.
6. A separate Application for Review of Grade must be lodged for each unit. A separate fee must be paid for each unit.
7. An Application for Review of Grade must be lodged via this form, and with proof of payment of the fee, within **10 working days** of the official notification of the final grade on Paradigm.
8. Assessment Policy and Procedure are available on: [Policies & Forms – Southern Cross Education Institute – Higher Education](#)

Closing date for applications

- Applications must be submitted within **10 working days** of the notification of the final grade on Paradigm.

Lodging this form

- Applications with all supporting documentation must be emailed to student.support@scei-he.edu.au

Application fee

- Applications must include proof of payment of **\$200.00 fee (applicable for any grade other than a Fail (N) grade)**. This Fee will be refunded if the grade review is successful.

Please contact accounts@scei-he.edu.au to make this payment and attach the receipt to the application.

Timeframes for resolution

- Upon receipt of this form and associated evidence, the Student Support Officer will contact the Course Coordinator and the Dean. All efforts will be made to have the Application for Review of Grade completed with a decision returned to you within **twenty (20) working days**.

Providing supporting evidence

Please attach the following documentation in support of your application:

- Unit outline
- Assessment criteria
- Marking rubrics
- Grade achieved for the unit and;
- Any other supporting documentation, such as:
 - Subsequent assessment attempts
 - Communications with your Unit Lecturer/Course Coordinator, etc



Section A – Personal Details

SCEI-HE Student Number: _____ Date of birth (DD/MM/YYYY): _____

Full Name: _____

Course Name: _____ Course Code: _____ Campus: _____

Are you currently enrolled as an International Student? ☐ Yes ☐ No

Section B – Unit Details for Review of Grade

Unit Name: _____ Unit Code: _____

Unit Lecture's Name: _____

Semester / Year you enrolled in this unit: _____

What is the obtained grade for this unit? _____

Is this your final unit? ☐ Yes ☐ No

Section C – Details of review

Please indicate your grounds for Review of Grade by placing a cross (X) in the appropriate box below. You must attach documentation in support of this review. Any grounds for review must be in accordance with the relevant Policy and Procedure available on: [Policies & Forms – Southern Cross Education Institute – Higher Education](#)

- ☐ An error has occurred in the calculation of the mark or determination of the grade
- ☐ A late penalty was incorrectly applied to your assessment task
- ☐ Bias of the part of the lecturer
- ☐ The feedback is insufficient
- ☐ The mark or grade is inconsistent with the published requirements (rubric) or criteria

Attempted to resolve this issue with your unit lecturer? ☐ Yes ☐ No

If **Yes**, please describe the outcome of your discussion and attach communication evidence (*if you need more space, please attach a note to this application*)

Attempted to resolve this issue with your Course Coordinator? ☐ Yes ☐ No

If **Yes**, please describe the outcome of your discussion and attach communication evidence (*if you need more space, please attach a note to this application*)



Please explain below the reason for applying for the Review of Grade *(if you need more space, please attach a note to this application)*

Section D – Student Declaration

I declare that the information provided in this application is accurate and truthful, and confirm that:

- I have read and understand the details outlined under Important Information on page 1 of this document, and in the SCEI-HE Policy available on [Policies & Forms – Southern Cross Education Institute – Higher Education](#)
- I have attempted to resolve the issues mentioned in this application with my unit lecturer before submitting this request.
- I understand that if my application for a grade review is accepted, the result may be a higher mark, the same mark, or a lower mark.
- I confirm my understanding of these conditions and accept that no further review will be considered under these circumstances

Student Signature: _____ Date: _____

Section E – Outcome of Review

Course Coordinator

☐ **Outcome 1:** The grade remains the same ☐ **Outcome 2:** The grade is amended

Original Grade: _____ Amended Grade: _____

Summary / Rationale of the outcome:

Course Coordinator's name: _____ Signature: _____ Date: _____

Academic Director

☐ **Outcome 1:** The grade remains the same ☐ **Outcome 2:** The grade is amended

Original Grade: _____ Amended Grade: _____

Summary / Rationale of the outcome:

Academic Director's name: _____ Signature: _____ Date: _____