

26/02/14

Dr John Smith (**example of addressing an academic**)
Dean, (**insert title**)
School of (**insert correct school name**) or Faculty if appropriate
Flinders University

Dear Dr Smith,

Appeal Against Final Grade (issue title)

My name is, ID number, and I am a (**insert degree name**) student. I am currently in my (**indicate year of study**).

I am writing to you regarding topic (**insert topic code and name**). I want to appeal against the final grade received for this topic as per Section 19 of the Flinders University Assessment Policies and Procedures. In requesting this appeal I am appealing on the grounds that the final grade is wrong or unfair.

In accordance with policy section 19.3.1 I have been in extensive contact with the topic coordinator (**insert name**) re my final grade. I also consulted the (**insert any other associated names**), regarding this issue.

I received notification of my grade on **insert date** and in accordance with the 20 working days allowed to appeal the final topic grade I now lodge this letter prior to the due date.

The grounds that this grade is wrong or unfair on which I make this review are outlined as follows:

Please use this section to list your evidence and/or chronology of events, for example:

:

- **It can include medical, personal, family or other circumstances**
- **It may include an academic issue**
- **You can also include the your previous actions and attempts at resolving the issue**
- **Other relevant facts for example,**

The steps I have taken in this matter include:

Please use this section to describe any other steps you have taken, including:

- **Consulting other staff**
- **Consulting FUSA student advocate**
- **Consulting counselling or other health professionals**

The impact of this fail grade has enormous ramifications for me as student. These include:

Please use this section to outline the impact of this fail grade:

- **Financial implications**
- **Employment implications**
- **Medical, personal, family or other circumstances as well**

The nature of the review requested includes:

- **This is where you outline what you would like to occur, a review of the grade or other outcomes.**

I have attached the following documents a part of the lodgement of my appeal. They are:

- **Medical certificates**
- **Support letters from**
- **Relevant emails.**
- **Other relevant material**

Concluding remarks can include any further information.

I look forward to your response to my appeal.

Kind regards,