

Important Information to Note Prior to Submitting a Grade Appeal Application

*****This page must be submitted with each Grade Appeal Application*****

Prior to submitting this form the student must have **either** received a decision on their Step 1 application **OR** received no response to their Step 1 application by 5pm on Friday 25th July 2008.

1. The Appeals Against Final Grades Step 2 Application must be filled in online (ie typed) and printed out. Hand it in at ERIC (E4B106) during opening hours (9am – 5pm) between **Thursday 17th July 2008** and **Monday 28th July 2008**.
2. Applications **must be submitted in person or by proxy**. Out of hours submissions as well as fax or email submissions will not be accepted
3. **In person submissions** require that the Student ID card be shown when submitting the application
4. **Proxy submissions** require that an original EFS Proxy form (attached) be filled out and submitted with the application
5. **This application is a procedural appeal against the way the Lecturer in Charge responded to the Step 1 Grade Review application**. The student should describe **how** the Lecturer in Charge did not respond adequately to their Grade Review application
6. Attachments to the Appeal Against Final Grades form **must be paper clipped not stapled**
7. The student will receive a **submission receipt** via email to their official Macquarie student email account. If a receipt has not been received within two working days of submission then please email sage@efs.mq.edu.au with the student's Full Name, Student ID and the Unit Code of the application
8. The Dean of Division (nominee's) recommendation with respect to the Grade Appeal will be emailed to the student's official Macquarie student email account by **5:00pm on Monday 11th August 2008** or an explanation of the delay will be provided along with any further instructions.

The Student (or Proxy) must fill in this section

I _____ do hereby declare that **if** I have received a response to my Step 1 Grade Review application for _____ (unit code) that I have described (in the box on the following page) the areas of concern that were not addressed by the Lecturer in Charge in their response to me.

Signed _____
Student (or Proxy)



MACQUARIE UNIVERSITY
Division of Economic & Financial Studies
Appeals Against Final Grades Form

Step 2: (Grade Appeal to the Dean of the Division)

Step1 must be submitted prior to completing this form

Student Name:

Unit Code:

Student ID:

Lecturer's Name:

Degree Enrolled:

Tutor's Name:

Date of Submission:

I would like to appeal against the Step 1 outcome on the following ground:

The Lecturer in Charge did not respond to my Step 1 request by the date specified in the Step 1 receipt

OR

The response from the lecturer in charge did not address my major concern(s) which was:
(In the box below, please state which concerns the lecturer in charge did not address)

Signed: _____

Date: _____