

Department of Physical Geography Appeals Procedure

4 September, 2002

The Department follows the University Appeals Procedure found in the University Handbook.

All requests for a reconsideration of a grade (for an assignment or for an entire study unit) on the basis of illness or misadventure **must** include a completed copy of the *University Professional Authority* form available from the Student Centre or (see page 3 of) <http://www.reg.mq.edu.au/Forms/APSCons.pdf>. If your doctor will not complete this form then an original medical certificate with the same detail will be accepted. Medical certificates that state “unwell”, “virus”, “illness” etc and do not specify how these actually impaired your performance **will not be accepted**.

Procedure for assignment grades

- If the problem is in the grading of a piece of assessment (an assignment etc) the student and lecturer should discuss the problems. This will usually resolve the issue.

If following this discussion a grade is **changed**, a brief note documenting the circumstances will be sent to the Head of Department.

- If a satisfactory resolution proves impossible then the student should write or e-mail the *Head of Department* explaining the concerns and they will attempt to find a suitable resolution. This correspondence must explicitly state the grounds for concern.

Irrespective of whether or not this written request leads to a change grade, the lecturer will document the facts surrounding the request to the Head of Department who will respond to the student in writing or via e-mail.

- If, following written advice from the Head of Department the student remains concerned then the Head of Department will refer the case to the *Head of Division*.

Procedure for study unit grades

- If the problem is in the final (overall) grading of a study unit the student and lecturer should discuss the student's concerns. This will usually resolve the issue.

- If a satisfactory outcome is not achieved, or undue delays are apparent, then the student has the right to lodge a written request for a review. This request should be to the *Head of Division* (**not** the Head of Department) and must specify and make explicit the grounds for concern.

- The roles and responsibilities of the Head of Division are spelt out in the University handbook.