

Final Grade Reconsideration Form



You can submit a final grade reconsideration form if you have grounds to do so. Unitec recommends that you follow these steps before submitting the form:

1. Discuss the situation with relevant Academic staff
2. Consider what grounds you have to request a final grade reconsideration
3. Discuss the situation with an advisor such as a Student Support Advisor or Student Advocate

A Your Details

First Name: Last Name:

Preferred Name:

Email Address: Phone Number:

The best way to us to contact you in relation to this request:

Email Address: Phone Number:

Please tick any of the boxes that apply to you:

International Māori Pacific Under 25 Disability

B Programme Details:

Programme Name:

Course Name: Course Code:

C Give reasons for your dissatisfaction:

D Previous conversations to resolve issue

Explain what you have already done to resolve this issue. List names and dates of everyone you have spoken with about this matter. Attach evidence such as appointments with Student Support or screenshots of emails with lecturers and academic staff.

| Date | Name of Staff Member | Notes on discussion (include details of conversations) | Outcome | Evidence provided |
|------|----------------------|--|---------|------------------------------|
| | | | | <input type="radio"/> Yes |

E Explain the grounds for submitting this form:

For example, there was an irregularity in the conduct of summative assessment OR there was an irregularity in the results reporting and approval process.



F Supporting evidence

Evidence will help to resolve your complaint and is more likely to lead to a fair outcome.

Outline any evidence which might help us investigate your final grade reconsideration.

G Declaration

- I confirm that I have completed this form, or have overseen the completion of the form, and that the contents are true and correct to the best of my knowledge.
- I understand that any persons mentioned in this form will be informed.

Date: