

Final Grade Appeal - Letter Template

[Student name]

[Student ID number]

[Student address Line 1]

[Student address Line 2]

[Student email]

The Dean

[Insert name of your School]

Federation University Australia

PO Box 663

Ballarat, VIC 3353

Date

To the Dean,

Re: Final Grade Appeal – Regulation 5.3

(Introduce yourself)

My Name is [student name] and I am a [domestic/international] student studying [program name] at [teaching location]. I am currently completing my ____ year of study.

(State the purpose for the letter)

I am writing to appeal my final grade for [course name and code].

(Grounds for your appeal with reference to Regulation. 5.3 - be factual and stick to the point.)

I am appealing on the following grounds...

(Outline what you are seeking)

In closing, I would like to ask...

Yours faithfully,

[Student name]

[Student number]