



# Notification of Change of Grade



THIS FORM IS USED TO CHANGE THE GRADE FOR 1-10 STUDENTS IN THE SAME UNIT. SEPARATE FORM MUST BE USED FOR EACH UNIT.  
*CHANGE OF GRADE FORMS FOR RESEARCH DEGREE UNITS SHOULD BE SENT TO RESEARCH SERVICES IN THE RESPECTIVE STATES.*

## SECTION A Unit Details *(Section A must be completed or the form will be returned)*

YEAR: ..... STUDY PERIOD: ..... CAMPUS: ..... SCHOOL: .....

CRN: ..... UNIT CODE: ..... UNIT TITLE: .....

## SECTION B Student Details

Student ID Number	Student Name (family name, given name(s))	Original Grade Awarded	Amended Grade	Grade required for Course Completion <i>Yes or No</i>	*Reason for Change/Removal of Grade
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\*Grade Change Reason Codes:

AP - Successful Appeal;

CN - Conversion of Interim Grade;

IC - Correction advised by School;

RG - Review of Grade

LECTURER: ..... DATE: .....

HEAD OF SCHOOL: ..... DATE: .....

PRINT NAME .....

PRINT NAME .....

<b>OFFICE USE ONLY</b>	Data Entered By: _____	Date: _____
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Form updated 23/03/2009 PTO →

## CG – NOTIFICATION OF CHANGE OF A GRADE

### **When to complete the Notification of Change/Removal of a Grade form:**

This form is used to change a grade that has been assigned by the Lecturer-in-Charge of the unit, ratified by the Head of School and entered in the Student System.

### **Completing the form:**

Complete Section A and B of the form – **information must be completed in full**

Sign and date the form and submit to Head of School or nominee

Head of School or nominee ratifies the change of grade/s for all students listed on the form

School submits the completed form to the Student Centre on their campus

### **Changing a grade:**

A student's grade in a unit may be changed only within six months of the original allocation of the grade (unless the original grade was an interim grade) and then only with the approval of the relevant Head of School, or as provided under Academic Regulation 8 [Review and Appeals]. (The original allocation of the grade is the results release date, or in the case of late finalisation of the grade, the date the grade is recorded in the Student System.)

### **When approval is required by the DEAN:**

The Dean of the relevant Faculty must approve a change of a grade if a period of six months has lapsed since the original allocation of a final grade. (The original allocation of the grade is the results release date, or in the case of late finalisation of the grade, the date the grade is recorded in the Student System.)

<b>Grading Codes:</b>	<b>Description</b>	<b>% Range</b>	<b>Grade</b>
Honours Grades	First Class Honours Second Class Honours - Division A Second Class Honours - Division B Third Class Honours Fail	85-100 75-84 65-74 50-64 0-49	H1 H2A H2B H3 NN
Final Result Grades	High Distinction Distinction Credit Pass Pass Conceded Fail	85-100 75-84 65-74 50-64 0-49	HD DI CR PA PC NN
When a unit is assessed on a Pass/Fail scale.	Pass Fail	50-100 0-49	PS NN
For a thesis, dissertation, project, research unit, performance unit or other program requirement extending over more than one standard study period: (a) where progression criteria that have been prescribed for the unit are achieved and the Lecturer-in-Charge recommends that the student may progress with the work (b) where no progression criteria have been prescribed, a final result is not available and a finalisation date cannot be determined (c) Where a thesis or dissertation has been submitted for examination, a final result is not available and a finalisation date cannot be determined.	Continuing Unit Continuing Unit Continuing Unit		CU CU CU

Delays in finalisation can cause difficulties for students in terms of graduation, application for scholarships and applications to enrol at other institutions.

Note: Lecturers-in-Charge of units should be able to demonstrate in writing to the Head of School or assessment review committee that their assessment components include tasks that fall on the full range of the performance scale that extends from elementary to sophisticated performance.

All units will be assessed and recorded according to the grading codes in this Table. Assessment tasks in all undergraduate units will be developed so that, in classes of 30 students or more, typically the following proportions of students will achieve the stated final grades: (a) Distinction (DI) or better – 20% (b) Credit (CR) – 30% (c) Fail (NN) or Pass Conceded (PC) – no more than 10%. Where the final grades in an undergraduate unit significantly deviate from these standards, the Lecturer-in-Charge will provide to the School Assessment Review Committee relevant evidence to substantiate the decision.

In units with fewer than 30 students, Lecturers-in-Charge should be guided by this distribution. In situations where there is a significant deviation from these percentages, the Lecturer-in-Charge should be able to demonstrate to the Head of School, or an assessment review committee established by the Head of School, relevant evidence to substantiate the decision. Where such evidence is not available, grades will be scaled to achieve the expected distribution.

In postgraduate units a higher level of performance would be expected. The Lecturer-in-Charge should be able to demonstrate to the Head of School the appropriateness of the recommended grade distribution.