

A student who wishes to appeal a faculty decision of final grade must submit a request for a review. Appeals must be received no later than 20 days after the first day of instruction in the next regular semester. By submitting a request for a review, the student acknowledges that the instructor has not made a grading error and that no additional mechanisms exist within the university for the review of the grade, and that the university's administration can not influence or affect the outcome of the review. A copy of the full procedure can be obtained through the Registrar, Vice Chancellor of Student and Enrollment Services, Academic Advising Center or at <http://www.uaf.edu/advising/faculty/manual/Chapter6.pdf>.

INSTRUCTIONS:

- Complete the information requested below.
- On a separate sheet, explain what you wish to appeal, why you are appealing and how you have attempted to resolve the issue. If possible, propose solutions and compromises.
- Submit this (with attachments) to the head of the department in which the course is offered.
- Submit a complete copy to the dean of the college or school in which the course is offered.

PLEASE PRINT

NAME:	UA ID #								
<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>							

CURRENT MAILING ADDRESS:	PHONE NUMBERS:
Street & No. or PO Box _____	Day Number _____
City, State, Zip _____	Evening Number _____
E-Mail Address _____	Cell Number _____

This appeal of grade is requested for:

DEPARTMENT	COURSE #	SECTION #	INSTRUCTOR'S NAME

PLEASE READ:

I have contacted the instructor (and department head and dean, if necessary) to determine if an error was made in the determination and/or recording of the grade for this course. I have been advised by the appropriate individual that no error occurred and, as such, hereby request an appeal of grade.

Signature: _____ Date: _____

Office Use Only:

Imaged? Y N	To SES? Y N
-----------------	-----------------

Date Received
