

## Appeal of Grade

This process includes an Informal Appeal and a Formal Appeal. The Informal Appeal must be completed within 15 days of the start of the next regular semester following the course being appealed.

By submitting a grade appeal, the student acknowledges that no additional mechanisms exist within the university for the review of the grade, and that the university's administration cannot influence or affect the outcome of the review. A copy of the full policy and procedures is available online at <http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/grade-appeals/>.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Student ID</b>
<b>Mailing Address</b>			<b>Phone Number</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Email Address</b>

### THIS APPEAL OF GRADE IS REQUESTED FOR:

Department	Course	Section	Instructor's Name	Semester and Year

### INFORMAL GRADE APPEAL PROCESS:

Provide the instructor with this form as an official signed, written request for review of the grade, with a copy to the unit department chair and the dean of the college or school in which the course was offered. Submit a statement of rationale, clarifying what your request is and why the final grade should be different, along with any supporting documents related to your request.

I, \_\_\_\_\_ (*printed student name*) am requesting a review of the final grade for the class listed above based on perceived error on the part of the instructor.

\_\_\_\_\_  
*Student Signature*

I, \_\_\_\_\_ (*printed instructor name*) have decided to (change/not to change) the final grade based on the evidence provided.

\_\_\_\_\_  
Instructor Signature

This instructor will return this form to the student and the department chair within five class days with their decision circled above. If the Instructor decides to change the final grade, the instructor will also submit this form and associated documents to the Office of the Registrar along with a Change of Grade form.

If the instructor decides not to change the final grade, and the actions of the instructor meet the definition of arbitrary and capricious grading, the student can complete the opposite side of this form and submit with supporting documents to the department chair within 30 class days of the next regular semester.

**FORMAL GRADE APPEAL PROCESS:**

1. Provide the instructor with this form as an official signed, written request for review of the grade, with a copy to the unit department chair and the dean of the college or school in which the course was offered. Submit a statement of rationale, clarifying what your request is and why the final grade should be different.

On a separate sheet of paper, please 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. Focus on what the instructor did that meets the grade appeal definitions of arbitrary and capricious as the grounds for your appeal.

Submit this form (with all attachments) to the head of the department in which the course is offered.

Please also provide a complete copy to the dean of the college or school in which the course is offered

*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.*

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Student Signature

Date

A student who wishes to appeal an instructor decision on a final grade must submit a grade appeal form. Appeals must be received on or before the 30th day of the next regular semester.

## GRADE APPEAL CHECKLIST AND PROCESS

Getting ready to file a grade appeal? Use this checklist to ensure you have taken the necessary steps and understand the appeal process.

- Discuss your concerns regarding your final grade with the instructor.
- Request the instructor review your grade based on a perceived error. Sign the informal grade appeal section of the appeal form, submit it to the instructor with your statement of rationale and supporting documents, and have the instructor complete their portion of the same section. This must be done within 15 class days of the next regular semester.
- The instructor will return the form to you, as well as the department chair within five class days.
- If the instructor reviews and changes the grade, the instructor will turn in the form, supporting documents and a change of grade form to the Registrar's office.
- If the instructor reviews your evidence and chooses not to change the grade, you can choose to pursue a formal appeal based on arbitrary and capricious grading (see definition below) by submitting your signed appeal with both sides completed to the dean/director of the college along with all relevant documentation and evidence. Your appeal MUST include:
  - The Grade Appeal Form with both the Informal Appeal and Formal Appeal sides completed
  - Syllabus for the class
  - Documentation of your reasoning for appealing the final grade and evidence of arbitrary and capricious grading by the instructor. This may include:
    - Timeline of issues related to the appeal
    - Email conversations related to the appeal
    - Letters from witnesses to the behaviors or actions of the instructor that were arbitrary or capricious

## GRADE APPEAL SUGGESTIONS:

- Talk with the instructor early on about your concerns. Most issues can easily be handled and corrected if addressed early in the semester rather than waiting till the end when it is not possible to resolve or change things that have happened several months prior.
- Have you reviewed the University's Grade Appeal policy based on the Board of Regents policy? <http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/grade-appeals/>
- Be sure to collect all supporting documentation including but not limited to:
  - Syllabus
  - All Graded Assignments
  - BLACKBOARD posted grades
  - Any other relevant course materials
  - Correspondence between student, instructor and anyone else involved
- If appealing a grade that is believed to be in error based on arbitrary and capricious grading, the student must recognize the definition of "arbitrary and capricious" as:
  1. the assignment of a course grade to a student on some basis other than performance in the course, or
  2. the assignment of a course grade to a student by resorting to standards different from those which were applied to other students in that course, or

3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.
- Meet with either a representative from ASUAF or the Academic Appeals Advisor located in the Academic Advising Center to help navigate the process and procedures required to complete an appeal of grade. ASUAF can also provide an advocate of support during the committee hearings.