



Your grade will not be changed unless your instructor made a legitimate error in calculating the grade. If you believe an error has occurred contact your instructor immediately. Grade error **CORRECTIONS** must be **RECEIVED** within 30 class days after the beginning of the next regular semester, and must be approved by the instructor's department head and dean. This is not an appeal of an academic decision.

### Grade Appeals Policy

A student who wishes to appeal a faculty decision of final grade must submit a request for a review using university forms available at the Registrar's Office. Appeals must be received **WITHIN 30 CLASS DAYS AFTER THE BEGINNING OF** the next regular semester. By submitting a request for a review, the student acknowledges 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 **ONLINE BY SEARCHING THE UAF WEB SITE FOR "APPEAL OF ACADEMIC DECISION"** OR through the university registrar, the vice chancellor of student and enrollment services, the academic advising center OR ANY COMMUNITY CAMPUS OFFICE.

### Academic Decisions Other Than Grades

Students who want to appeal an academic decision such as denial of admission, faculty-initiated withdrawal, dismissal from program or pass/fail decisions of a faculty committee on non-course examinations (such as qualifying, comprehensive or thesis examinations) **MUST SUBMIT** an appeal within 30 CLASS DAYS AFTER THE BEGINNING OF THE NEXT REGULAR SEMESTER

To appeal academic decisions, you should first address the person who made the decision. Often problems can be resolved and misunderstandings cleared up through this step. If the student does not find the informal review decision acceptable, the student may initiate a formal appeal procedure. Formal appeals must be made in writing, and must be received by the Provost no later than 10 days after the student has learned the outcome of the informal review. The office of the provost, university registrar, vice chancellor of student and enrollment services, or dean of the graduate school (for graduate student issues) can give you advice and answers to questions about the process.

By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the review of the decision, and that the university's administration can not influence or affect the outcome of the review.