



# Appeal of Grade

(Informal Appeal Process)

RECEIVED

Official use only

A student who wishes to appeal an instructor’s decision on a final grade must follow the Appeal of Grade Informal Appeal Process, which must be received on or before the 15th day of the next regular semester. If the student is not satisfied with the outcome of the Informal Appeal Process they can then file a Formal Appeal. By submitting this form the student acknowledges 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 <https://www.uaf.edu/uafgov/faculty-senate/policies-procedures/grade-appeals/>.

Last Name First Name MI Student ID#

Mailing Address City State Zip

Phone Number E-mail Semester & Year

This Appeal of Grade is requested for:

| CRN | Department | Course # | Section | Instructor’s Name |
|-----|------------|----------|---------|-------------------|
|     |            |          |         |                   |

**Student’s Steps for Grade Appeal Process:**

1. Complete this form and attach documentation/evidence regarding the appeal of grade (please refer to the attached checklist for a list of required and suggested documentation).
2. Submit this signed, written request form, with attached documentation, to the instructor **within 15 class days** of the start of the next regular semester to begin the informal process.
3. Provide a copy of this form to the dean/director of the school or college in which the course is offered.

*By submitting this form and attached documentation, I acknowledge that I am requesting a review of the final grade for the class listed above based on perceived error on the part of the instructor. I acknowledge that this is a required first step in the grade appeal process.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**Instructor’s Steps for Grade Appeal Process:**

1. You are responsible for notifying the student of your final decision regarding this appeal within **5 class days**.
2. If an error did occur and you are willing to change the grade, you must
  - a. complete this form,
  - b. promptly submit the appropriate change of grade form to the Registrar’s Office, and
  - c. notify the student and the dean/director in writing by providing each a copy of this form.
3. If you determine an error did not occur, you must
  - a. complete this form, and
  - b. notify the student and the dean/director in writing by providing each a copy of this form.
4. The dean/director will provide a copy of the signed form to the Provost.

*I have decided to **change / not change (circle one)** the final grade based on the documentation provided. I will provide copies of this form with my decision to the appropriate departments/individuals as noted above.*

\_\_\_\_\_  
Instructor’s Signature

\_\_\_\_\_  
Date



# Appeal of Grade

(Formal Appeal Process)

RECEIVED

Official use only

If you have **NOT** completed the Informal Appeal Process, you **MUST** do so in order to move forward with the Formal Appeal Process.

Please complete the information below if you are submitting this form for the Formal Appeal of Grade Process, and follow the steps listed.

|                        |                   |                            |                    |
|------------------------|-------------------|----------------------------|--------------------|
| <b>Last Name</b>       | <b>First Name</b> | <b>MI</b>                  | <b>Student ID#</b> |
| <b>Mailing Address</b> | <b>City</b>       | <b>State</b>               | <b>Zip</b>         |
| <b>Phone Number</b>    | <b>E-mail</b>     | <b>Semester &amp; Year</b> |                    |

| CRN | Department | Course # | Section | Instructor's Name |
|-----|------------|----------|---------|-------------------|
|     |            |          |         |                   |

The Formal Appeal Grade process, when the instructor and/or grade records are available, requires that the grade assigned meets the standard of arbitrary and capricious grading, which is defined as follows:

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.

**Student's Steps for Grade Appeal Process:**

1. Complete the Informal Appeal Process prior to submitting the Formal Appeal Form and documentation.
2. Complete this form and attach documentation/evidence regarding the appeal of grade (please refer to the attached checklist for a list of required and suggested documentation).
3. Within **5 class days** of notification of the instructor's decision of the informal grade appeal, submit this form to request a formal appeal. Provide the completed checklist as well as all required and supporting documentation to the department chair, and provide a copy to the dean/director of the college or school the course was offered under. If the instructor is the department chair, the form, checklist and documents only need to be provided to the dean/director of the college or school.
4. The dean/director will provide a copy of all documents to the Provost.

*I have contacted the instructor (and department chair 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 a formal appeal of grade.*

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

\_\_\_\_\_  
Date

## 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. This checklist is to be submitted with the completed Formal Grade Appeal Process and documents.**

- D Discuss your concerns regarding your final grade with the instructor.
- D 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 support during the committee hearings.
- D Request the instructor review your grade based on a perceived error within **15 class days** of the next regular semester in writing using the provided form. Sign the informal grade appeal section of the appeal form, submit it to the instructor with your statement of rationale and supporting documents.
  - **Required documentation includes:**
    - Appeal of Grade form with the appropriate side completed depending on the stage of the appeal (informal vs. formal)
    - Syllabus
    - Posted or assigned grades (such as a printout from Blackboard or other list of grades from instructor)
    - Personal statement regarding reason for appeal. This should explain what grade you are appealing, why you are appealing, and your previous attempts to resolve the issue prior to submitting this appeal. If this appeal is in regards to a miscalculation of grade, please address where the calculation error occurred. If there is no miscalculation of grade, explain what the instructor did that meets the grade appeal definitions of arbitrary and capricious as the grounds for your appeal. If possible, propose solutions and compromises. Attach the document to this form.
  - **Suggested documentation may include but is not limited to:**
    - Any other relevant course materials
    - Correspondence between yourself, instructor, and any others involved, related to reason you are appealing the grade.
    - Timeline of issues related to the appeal
    - Other documents that support the reason you are appealing the grade.
- D The instructor will make a decision, indicate it on the form, and 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 by the instructor.
  - 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)
    - The grade appeal definition of "arbitrary and capricious" is:
      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.
- D To begin a formal appeal, submit the appeal form with signatures to the department chair along with all relevant documentation and evidence. Provide a copy to the dean/director of the college the course is offered under.