

**University of North Alabama
Final Grade Appeals Form**

1. Background Information:

Name of Student _____ Student Number L _____

Phone _____ Email _____ Major _____

Course Instructor: _____

Grade Received or Academic Action Taken: _____

Desired Outcome: _____

3. Nature of Complaint: (Check the grounds for the appeal that applies to this case)

- Arithmetical or clerical error
- Arbitrary or inequitable evaluation on the part of the instructor
- Substantial failure of the instructor to follow course syllabus or other announced grading policy
- Other (Briefly state) _____

On a separate page or pages, explain your reason(s) for filing this complaint. In particular, describe how the grounds indicated above apply in this case. Attach any documentation that supports your complaint. **Clarity and thoroughness in documentation are important factors in determining whether this complaint will be dismissed or heard by the appropriate administrative unit.**

Number of pages attached: _____

Have you attempted to resolve this matter with the instructor? Yes No

Was your attempt to resolve this matter with the instructor completed? Yes No

Date of informal meeting with instructor: _____

Outcome of meeting with instructor (If no meeting took place, explain why): _____

Is this appeal to the department chair within the required 6-week time frame? Yes No ()TTTTTTTT

4A. Result of Appeal to the Department Chair

Date of meeting with Department Chair _____

Outcome of meeting:

___ Grievance was resolved.

6A. Result of Appeal to the Vice-President of Academic Affairs

Refer appeal to Grievance Committee

Yes ___ (if yes, see 6B)

No ___ (if no, see 6C)

6B. Results of Appeal to Grievance Committee

Date of meeting of Grievance Committee _____

Recommendation of Grievance Committee to VPAA

_____ Original grade of instructor should be upheld.