

**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.