

# Appeal of Academic Decisions

---

The University of Alaska Board of Regents policy on student dispute resolution is available online at the Board of Regents policy and university regulation website (<https://www.alaska.edu/bor/policy-regulations/chapter-09-03-student-dispute-resolution.php>).

The academic appeals advisor is a professional academic advisor in the Academic Advising Center. The academic appeals advisor helps students determine whether the appeal or petition is appropriate, reviews documentation relevant to the appeal or petition and navigates the process for the appeal or petition submission. In the preceding sentence, "appropriate" does not refer to whether an appeal is likely to be successful, but rather whether the appeal falls within the purview of the grade or academic decisions appeal process. The academic appeals advisor does not guarantee the appeal or petition will be successful and will not comment on the likelihood of acceptance. Students are responsible for writing the appeal or petition, gathering and recording relevant documentation and submitting the appeal or petition with the proper signatures.

For more information, contact the Academic Advising Center at 907-474-6396 or [uaf-advising@alaska.edu](mailto:uaf-advising@alaska.edu).

## Grade Appeals Policy

A student who wishes to appeal a faculty decision on a final grade must submit a grade appeal form. There are only two valid reasons for the appeal of a grade:

1. an error in the calculation of the grade, or
2. arbitrary and capricious grading.

Evidence of either must be documented for an appeal to be successful. The desire for a higher grade is not sufficient grounds to justify an appeal.

Grade appeal policy information and forms are available at the Office of the Provost and Executive Vice Chancellor's Student Resources website (<https://www.uaf.edu/provost/resources/student.php>).

## Academic Decisions Other Than Assignment of Grades

Students have the right to appeal academic decisions other than grades. Decisions that fall into this category include:

- denial of admission
- faculty-initiated withdrawal
- dismissal from a program
- pass/fail decisions of a faculty committee on non-course examinations (such as qualifying, comprehensive or thesis examinations)

## Appeals Policy for Academic Decisions Other Than Assignment of Grades

Detailed "Appeals Policy for Academic Decisions Other Than Assignment of Grades" can be found on the Faculty Senate policies and procedures website (<https://www.uaf.edu/uafgov/faculty-senate/policies-procedures/>).

### Step 1 - Communication

Often, problems and misunderstandings can be resolved by communicating directly in writing with the person who made the decision. If the student does not find the outcome acceptable, the next step is an informal appeal.

### Step 2 - Informal Appeal

The informal appeal must be submitted to the academic leader of the department or program within 15 class days after the beginning of the next regular semester. An extension to the deadline may be approved by the academic leader with a written request and supporting documentation from the student. A deadline extension will be limited to one semester, but every effort should be made to complete the appeal process within the current semester.

### Step 3 - Formal Appeal

If the student wishes to appeal the decision of the academic leader, the student can file a formal appeal with the Office of the Provost and Executive Vice Chancellor. The formal appeal must be made in writing within five class days after the student has learned the outcome of the informal appeal. By submitting a formal request for review, the student acknowledges that no additional mechanisms exist within the university for the informal review of the decision.

Detailed "Appeals Policy for Academic Decisions Other Than Assignment of Grades" can be found on the Faculty Senate policies and procedures website (<https://www.uaf.edu/uafgov/faculty-senate/policies-procedures/>).

The academic appeals advisor helps undergraduate students with the policies and procedures associated with grade appeals, appeals policy for academic decisions other than assignment of grades, academic petitions and financial aid satisfactory progress appeals.