

**UNIVERSITY OF ALASKA ANCHORAGE
ACADEMIC DISPUTE RESOLUTION PROCEDURE FORM**

Prior to seeking formal academic dispute review, students are expected to first request an informal resolution from the instructor or program. If the student's concern remains unresolved through informal procedures, students may request a formal review by completing and signing this request form, listing an explanation of the basis for requesting review, and attaching any supporting documentation to this form. Please send the completed form with any attachments to your dean/community campus director.

You can view the [Academic Dispute Resolution Procedure](#) in the Academic Rights of Students section in the UAA Catalog.

STUDENT INFORMATION	
Student name:	Date:
Student ID:	UAA email:
Address:	
Daytime phone:	Alternate phone:
Please select from the following which issue you are submitting this form regarding:	
<input type="checkbox"/>	Final grade assignment
<input type="checkbox"/>	Denial of admission to or dismissal from an academic program based upon academic considerations.
Summary of informal resolution process:	

FINAL GRADE ASSIGNMENT		
Complete the following for disputes regarding a final grade assignment:		
Course number and title:		
Semester:	Instructor:	
Department:	Grade received:	Relief requested:
Basis for review request:		
<input type="checkbox"/> Final course grade assigned on a basis other than academic performance in the course; or		
<input type="checkbox"/> Instructor assigned final course grade based on standards different from those applied to other students in the same section of the course; or		
<input type="checkbox"/> Final course grade assigned in a substantial, unreasonable, and/or unannounced departure from the instructor's previously articulated standards or criteria; or		
<input type="checkbox"/> Grading Error: a mathematical miscalculation of a final grade or an inaccurate recording of the final grade.		

DENIAL OF ADMISSION TO OR DISMISSAL FROM PROGRAM OF STUDY	
Complete the following for disputes regarding denial of admission to or dismissal from an academic program for academic reasons:	
Degree and program (e.g., BA English):	
Basis for review request:	
<input type="checkbox"/> Decision not based on academic factors or criteria or accepted standards of the discipline or profession; or	
<input type="checkbox"/> Standards are not equally or fairly applied to students in relevantly similar situations; or	
<input type="checkbox"/> There is a substantial, unreasonable, or unannounced departure from articulated standards or criteria.	

Relief requested:

EXPLANATION FOR EITHER DISPUTE

Please provide a brief explanation for this request below and attach a more elaborate explanation as needed. List any supporting documentation (syllabus, emails, etc.) you are attaching to this form:

Student signature:

Date:

The dean/community campus director will retain this form and all documents related to this process. The dean/community campus director will send a copy of the final decision letter to the provost's office at uaa_oaa@alaska.edu, stating "Academic Dispute Final Decision" in the subject line.