

**FORM FOR  
STUDENT APPEAL TO ACADEMIC AFFAIRS**

**STEP I: To Be Completed by Student**

|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Student's Name _____  | ID# _____             | Today's Date _____    |
| Current Address _____ | City _____            | State _____ Zip _____ |
| Local Telephone _____ | E-Mail Address _____  |                       |
| Current Major _____   | Current Advisor _____ |                       |

**STEP II: To Be Completed by Student**

|  |  |
|--|--|
| Reason for Appeal  |  |
| <input type="checkbox"/> Grade Appeal/Change   | Semester to be Reviewed _____<br>(See <i>GRADE CORRECTION REQUEST/GRADE APPEAL</i> section of the <i>University of Mobile Catalog</i> to determine eligibility.) |
| <input type="checkbox"/> Readmission/Low GPA   | Semester to Return _____<br>(Please explain past academic deficiencies in appeal letter, and how you expect to correct them.)                                    |
| <input type="checkbox"/> Course Drop(s)  | Semester to be Reviewed _____<br>(See <i>COURSE CHANGES</i> section of the <i>University of Mobile Catalog</i> for procedures.)                                  |
| <input type="checkbox"/> Acceptance of "D" grade in Major Coursework<br>(Academic Affairs Office will consider appeal) |  |
| <input type="checkbox"/> Other (please state) _____<br>_____   |  |

**STEP III: Instructions for Student**

1. Attach typed one page appeal stating clearly the circumstances for appeal to be considered by the Academic Affairs Committee. Second party comments must be documented in writing.
2. Attach all documentation needed for review by committee such as second party comments; transcript; physician statement; exam scores; etc.
3. Grade appeals must begin with faculty member, then Dean of school before consideration by Academic Affairs.
4. Appeals must be received by the Academic Affairs Office 48 hours prior to the Academic Affairs meetings. Appeals are scheduled as received and may be rescheduled as determined by the Committee. The Academic Affairs Committee usually meets the second Wednesday (September–April). In addition, several meetings occur during the summer months. For more information about meeting dates and time, please contact the Office of Academic Affairs at 251.442.2218 or email [lburnett@umobile.edu](mailto:lburnett@umobile.edu) & [dwilkins@umobile.edu](mailto:dwilkins@umobile.edu).