

FOR OFFICE USE Date: _____ Action: _____
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**FORM FOR
STUDENT APPEAL TO ACADEMIC AFFAIRS**

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 Department Chair and 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 tgreer@umobile.edu & dwilkins@umobile.edu.

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 Adviser _____	

STEP II: To Be Completed by Student

Reason for Appeal	
<input type="checkbox"/> Grade Appeal/Change <small>(See <i>GRADE CORRECTION REQUEST/GRADE APPEAL</i> section of the <i>University of Mobile Catalog</i> to determine eligibility.)</small>	Semester to be Reviewed _____
<input type="checkbox"/> Readmission//Low GPA <small>(See <i>WITHDRAWAL/REFUND POLICIES</i> section of the <i>University of Mobile Catalog</i> for procedures.)</small>	Semester to be Reviewed _____
<input type="checkbox"/> Course Drop(s) <small>(See <i>COURSE CHANGES</i> section of the <i>University of Mobile Catalog</i> for procedures.)</small>	Semester to be Reviewed _____
<input type="checkbox"/> Other (please state) _____ _____ _____	

Required Signatures:

Faculty Member Approve Deny

Department Chair Approve Deny

Dean Approve Deny