

**Secondary Appeal – Associate Dean of Academic Affairs’ Response Form**

A *Secondary Appeal – Associate Dean of Academic Affairs’ Response Form* is to be completed by the Associate Dean of Academic Affairs (ADAA) to review a student’s submission of a *Secondary Appeal Form* as per the terms of the *GLA Grade Appeal Policy*. The response should include the ADAA’s evaluation of the student’s appeal, and should make reference to all relevant information considered by the ADAA in reaching that decision. The form should be delivered to the GLA Office.

**Instructor Name:****Course:****Student Name:****Student Number:****Date of Student Appeal:****Date of Initial Appeal:****Date of Instructor’s Response:****Date of Secondary Appeal:****Description of student’s appeal and justification of final decision:****Signature:****Date:**