

## College of Science Grade Appeal Protocol Checklist

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**Refer to CoS Grade Appeal Protocol document for more detailed instructions on each step.**

*Steps 1-3 should be completed within the first 5 weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible.*

- ☐ **Step 1:** Student discusses his/her concerns with the course instructor.
- ☐ **Step 2:** Student carefully formulates an appeal in writing if the conversation with the instructor does not result in the grade change the student requested.
- ☐ **Step 3:** Student submits written appeal and supporting materials to appropriate offices, and obtains written verification of the delivery date.
- ☐ **Step 4:** Instructor responds to student in writing within 2 weeks from receipt of student's statement.
- ☐ **Step 5:** If instructor is not available, does not respond, or responds but not to the student's satisfaction within the 2-week period, the student submits a written appeal to the department head within 1 week thereafter.
- ☐ **Step 6:** Department Head considers student and instructor's written statements and confers with each within 2 weeks.
- ☐ **Step 7:** If the department head does not act on or resolve this matter to the student's satisfaction within a 2-week period, the student submits a written appeal to the Associate Dean within 1 week thereafter.
- ☐ **Step 8:** Associate Dean reviews student's appeal and takes appropriate action.
- ☐ **Step 9:** When appropriate, the Associate Dean shall convene a committee to review the case. The committee will make a written report with recommendations and provide copies to the student, instructor, department head, and the Associate Dean.
- ☐ **Step 10:** Associate Dean will make a final decision after consideration of the committee's recommendation and within 4 weeks of receiving the student's appeal. The registrar will accept the Associate Dean's decision. The department head, the instructor, and the student shall be notified in writing of the Associate Dean's decision.

**NOTE:** Please contact Jessica Dennis in the College of Science Dean's Office if you have any questions about the CoS grade appeal process: [jrdennis@email.arizona.edu](mailto:jrdennis@email.arizona.edu) or (520) 621-4090.

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\*\* Where mentioned, the words college, dean, and department head are the department or college in which the course being appealed is offered.