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.
- Appeals may be sent and received via email to for ease of communication
- *Please CC the instructor, department, and dean’s office on ALL grade appeal correspondence.*

Student Name: ________________________________ Email address:______________________________

Class Name: __________________________________ Department:____________________________________

Instructor: ________________________________ Email address:____________________________________

Department Head: ____________________________ Email address: ________________________________

Dean: Associate Dean Elliott Cheu; echeu@email.arizona.edu Office contact: Brittany Johnson;
bljohnson@email.arizona.edu

**Step 1:** Student discusses his/her concerns with the course instructor.

Date completed: __________________

Notes: _______________________________________________________________________________

**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.

Date completed: __________________

Notes: _______________________________________________________________________________

**Step 3:** Student submits written appeal and supporting materials to appropriate offices, and obtains written verification of the delivery date. *Please copy the Dean’s office.*

Date completed: __________________

Notes: _______________________________________________________________________________

**Step 4:** Instructor responds to student in writing within 2 weeks from receipt of student's statement. *Please copy the Dean's office.*

Date Due: __________ Date completed: __________________

Notes: _______________________________________________________________________________
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. *Please copy the Dean’s office.*

**Date Due:** ________  **Date completed:** ________________

**Notes:** ________________________________________________________________________________

**Step 6:** *IF NECESSARY:* Department Head considers student and instructor’s written statements and confers with each within 2 weeks. *Please copy the Dean’s office.*

**Date Due:** ________  **Date completed:** ________________

**Notes:** ________________________________________________________________________________

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.

**Date Due:** ________  **Date completed:** ________________

**Notes:** ________________________________________________________________________________

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.

**Date Due:** ________  **Date completed:** ________________

**Notes:** ________________________________________________________________________________

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.

**Date Due:** ________  **Date completed:** ________________

**Notes:** ________________________________________________________________________________

**NOTE:** Please contact Brittany Johnson in the College of Science Dean’s Office if you have any questions about the UA Science grade appeal process: bljohnson@email.arizona.edu or (520) 621-4091.