

Grade Appeal – Step 2



Office of the Registrar

INSTRUCTOR RESPONSE

For all required grade appeal forms, please visit our website: <https://registrar.arizona.edu/grade-appeal>

INSTRUCTOR'S RESPONSE / INSTRUCTIONS:

1. Please provide your response no later than two weeks from receipt of the student's appeal (or within the first two weeks of the fall term if submitted during the summer)
2. If the appeal is granted: make the grade change, notate and sign below, and submit the form to the Office of the Registrar at gradeappeal@arizona.edu
3. If the appeal is not granted, please present your position in a statement with relevant supporting documentation. Your written report may be reviewed by the department head, Associate or Vice Dean, College Grade Appeals Committee, and/or the College Dean. Send response to student and gradeappeal@arizona.edu
4. If the student feels the issue is unresolved, the student may continue the appeal to the department head.

☐ I agree to the grade change

☐ I do not agree to the grade change. My statement and relevant supporting documentation are attached.

Comments

Instructor's Signature

Date

STUDENT'S INSTRUCTIONS / NEXT STEPS:

1. Once a student receives the instructor's response, they should review the information carefully.
2. Contact the department head within the following week if you would like to escalate your appeal. Include the instructor's response in your email to the department head and copy gradeappeal@arizona.edu