

# UA SCIENCE

## College of Science Grade Appeal Protocol

Please review the official policy at <http://catalog.arizona.edu/2009-10/policies/gradappeal.htm>

**Step 1:** Within the first five weeks of the semester following the term in which the grade was awarded, the student should discuss grade concerns with the instructor. If the instructor is a teaching assistant/associate and this interview does not resolve the difficulty, the student shall discuss the problem with the person in charge of the course.

**Step 2:** Within the first five weeks of the semester, if the conversation with the instructor does not result in the grade change the student requested, the student must notify the Associate Dean, Elliott Cheu, and the instructor in writing that he/she intends to file a grade appeal. The student shall drop off a letter to the Associate Dean's Office in Gould-Simpson 1025 and another letter to the instructor's department.

**Step 3:** Within the first five weeks of the semester, the student shall construct a formal written paper with the following information:

The name of the course, the name of the instructor, the grade received, the student's name and contact information (mailing address, phone number, and email address), the grade the student believes s/he should have received and a well-constructed argument as to why the student believes the grade is incorrect. This should also include any relevant homework assignments, quizzes, papers, or exams that the student believes will support the argument.

Copies of the write-up and supporting materials must be submitted to the instructor, the department head delivered to the departmental office AND a copy to the Associate Dean's Office (Gould-Simpson 1025) **no later than Friday, September 25, 2009**. The student shall obtain written verification from whomever accepts the student's write-up of the date that it was delivered. This can be in the form of a department date stamp on the student's copy or a departmental form that must be signed and given to the student. The Associate Dean, Department Head, and Instructor DO NOT have to sign for verification of receipt; a departmental representative such as an administrative assistant may verify receipt.

**Step 5:** Within two weeks of receipt of the student's appeal, the instructor shall review the student's submission and make a decision as to whether s/he supports the appeal or denies the appeal. The instructor shall write up a reply and include his/her name, the student's name, the name of the course, whether or not to deny or support the appeal, and an explanation for the decision. A copy should be sent to the student, the Department Head, and the Associate Dean's Office. If the instructor does not respond, the student may notify the Department Head and submit his/her appeal to the Department Head.

**Step 6:** The Department Head has two weeks to consider the case should the student submit it to the Department Head. Regardless of whether or not the instructor responds, the Department Head shall review the file and consider the arguments on both sides (or the student's if the instructor did not respond) and confer with the parties involved. The Department Head shall inform the instructor and the student (and copy it to the Associate Dean) in writing of his/her recommendation to support or deny the student's appeal. If a grade change is recommended, the instructor has the right to refuse. The instructor should notify the department head in writing if he/she does not agree to a recommended grade change.

**Step 7:** If the Department Head's recommendation does not resolve the matter to the student's satisfaction, the student shall within one week thereafter, write a rebuttal and submit the written appeal to the Associate Dean. The student need only submit the rebuttal since copies of everything else have already been submitted.

**Step 8:** The Associate Dean shall review the student's appeal and take appropriate action. If the basis of the appeal is the fundamental fairness of treatment of the student by the instructor, the Associate Dean should convene a committee to review the case. Valid reasons for convening a committee include, but are not limited to: a violation of University policy, a failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work. The following are NOT reasons that should be brought to a committee: a disagreement with published course policies, differences in classroom policies or grading schedules in different courses or between different sections of the same course, or a grade's impact on a student's academic progress, athletic eligibility, or eligibility for veteran's benefits.

**Step 9:** When appropriate, the Associate Dean shall convene a committee to review the case. The committee consists of five members. Faculty representatives include one from the department of the instructor concerned, and two from closely related departments or colleges. The student council of the college provides two student representatives. Student representatives shall be full-time upper-division undergraduate students for appeals by undergraduate students or full-time graduate students for appeals by graduate students. Typically, the College of Science recruits student representatives majoring in science from the Honors College.

Within the structure provided by the Associate Dean, the committee shall design its own rules of operation and select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves. The committee may or may not:

Meet separately with the student, the instructor, and the department head  
Request each party to submit a brief written summary statement of the issues, and/or  
Interview other persons who have relevant information

If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written report with recommendations and provide copies to the student, the instructor, the department head, and the associate dean.

**Step 10:** The Associate Dean shall make a final decision after full consideration of the committee's recommendation and within four weeks of receiving the student's appeal (not the initial copy but the submission by the student if the department head's recommendation does not meet the satisfaction of the student). The Associate Dean has the authority to change the grade to a different credit-bearing grade, which includes regular grades, alternative grades (S, P), or optional grades (P, F), depending on the course grading system and the system chosen by the student at registration. The registrar shall accept the Associate Dean's decision. All parties involved, department head, student, and instructor, will be notified of the Associate Dean's decision.