



DEPARTMENT HEAD RESPONSE

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

DEPARTMENT HEAD'S RESPONSE / INSTRUCTIONS:			
<ol style="list-style-type: none"> 1. The department head should provide their response within two weeks of receiving the student's resubmitted appeal. 2. Department heads cannot change the grade <i>but should provide a recommendation</i>. 3. The department head should send this form and any additional documentation to the instructor and copy the College Dean. 4. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor should notify the student, the department head, the College Dean, and the Office of the Registrar in writing of their decision. 			
<p>Department Head's Recommendation:</p> <p><i>Additional sheets may be used.</i></p>			
<p>Department Head's Signature:</p>		<p>Date:</p>	

STUDENT'S INSTRUCTIONS / NEXT STEPS:
<ol style="list-style-type: none"> 1. Once a student receives the department head's response, they should review the information carefully. 2. A student should notify the College Dean within the following week if they would like to escalate the appeal. A student should include the original grade appeal, instructor's response, and the department head's response. <p>The College Dean, or designee, will make their determination within 4 weeks of the student resubmitting the form. The student, instructor, department head, and the Office of the Registrar will be notified of the decision, which is final.</p>