



**GRADE APPEAL INITIATION**

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

<b>Student's Name &amp; SID:</b>	
<b>Expected Graduation Date:</b>	

<b>Course:</b>		<b>Grade Awarded:</b>
<b>Instructor:</b>		<b>Grade Expected:</b>
<b>Term/Year:</b>		

Please choose from all applicable options below attesting that you have discussed your concerns about your grade with your instructor or the parties listed below.

Action	Method of Contact	Date(s)
I discussed this matter with my instructor / TA:		
Since my instructor was a GAT (teaching assistant/associate), I discussed this matter with the course supervisor:		
I discussed this matter with: <input type="checkbox"/> the Department Head or <input type="checkbox"/> the Department Head's designee (e.g. assistant)		

**INSTRUCTIONS / CHECKLIST FOR THE STUDENT:**

Email the following documents to the instructor/TA and copy the department head and [gradeappeal@arizona.edu](mailto:gradeappeal@arizona.edu)

- Student's statement** outlining the appeal clearly and thoroughly.  
  
Please refer to [the Grade Appeal Policy](#) to be sure you have valid grounds for an appeal.
  - Supporting documentation.**  
  
Please document your case by including the course syllabus and any relevant graded reports and papers, examinations, emails, notes taken during faculty conferences, etc. All documentation must be submitted with the initial appeal unless requested by the instructor, department head, or dean.
- NOTE: Students should regularly check their university email for notifications of updates to their appeal.

<b>Student's Signature:</b>		<b>Date:</b>	
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**STUDENT STATEMENT**