

Grade Appeal – Step 1



Office of the Registrar

GRADE APPEAL INITIATION

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

Student name: _____ Student ID: _____

Expected graduation date: _____

Course: _____

Grade Awarded: _____

Instructor: _____

Grade Expected: _____

Term/Year: _____

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: The Department Head or 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

☐ **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.

Student's Signature

Date

THIS FORM MUST BE COMPLETED WITHIN THE FIRST FIVE WEEKS OF THE REGULAR (FALL/SPRING) TERM.

STUDENTS STATEMENT