



INSTRUCTOR RESPONSE

INSTRUCTOR'S RESPONSE / INSTRUCTIONS:

1. The instructor should provide their response no later than the **end of Week 7 of the semester**.
2. If the appeal is granted, please make the grade change. Please notate and sign below. Submit the form the Office of the Registrar reg-grades@arizona.edu.
3. If the appeal is not granted, please present your position in a statement with relevant supporting documentation. Please cc: the department head. Your written report may be reviewed by the department head, Associate or Vice Dean, College Grade Appeals Committee, and/or the Dean.
4. If the student feels the issue is unresolved, the student may further 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 you receive the instructor's response, review the information carefully.
2. Please contact the department Dean **by the end of Week 8 of the semester** if you would like to escalate your appeal to the department head. Please include the **instructor's response** and **copy the department Dean's office**.