

## Grade Appeal Process for the College of Social and Behavioral Sciences

The most current general guidelines for grade appeals are explained in the University of Arizona General Catalog. Policies can change by Catalog year, so click on <http://catalog.arizona.edu/> and select the catalog year in which the course was taken. Click "Academic Policies" and then find "Grade Appeal" under Grade policies. The SBS policy follows very closely the general policies and procedures specified in the catalog.

Students must submit:

- A written statement, indicating the grade which was received in the course, the grade which the student believes should have been assigned, and an explanation of why the grade should be changed.
- The course syllabus
- Other support materials (e.g. copies of exams, quizzes, assignments, written correspondence, anything that might help the Dean's office understand the basis and rationale for an appeal).

Students are responsible for steps 1-3 in the Grade Appeal process, after which the appeal is moved forward by the SBS Dean's Office according to the following timeline (as per the Grade Appeal policy).

**NOTE: students cannot add to their appeal documents once submitted.**

Responsible Party	Steps in the Grade Appeal Process	Prior to the end of:
Student	1, 2, and 3	Week 5
Dean, Instructor	4	Week 7
Dean	5	Week 8
Department Head, Instructor	6	Week 10
Dean	7, 8, 9	Week 15

Written appeals for courses taken in Fall and Winter 2014 must be received by the SBS Dean's Office no later than the 5<sup>th</sup> Week of the Spring semester. Written appeals for courses taken in Spring and Summer 2015 must be received by the SBS Dean's Office no later than the 5<sup>th</sup> Week of the Fall semester.

Student may mail appeal via return receipt or deliver to Douglass Building 200 West and have a staff member verify the date and time of delivery. If mailing the appeal, the student must address it to:

Isabel Contreras  
 Douglass Building, Room 200W  
 College of Social and Behavioral Sciences  
 1100 University Boulevard  
 Tucson, Arizona 95721

For more information, please contact Isabel Contreras at [imc@email.arizona.edu](mailto:imc@email.arizona.edu) or 520-621-8402.