

## Grade Appeal Policy and Process

**This grade appeal process is for Teachers College courses only. If you are completing a grade appeal for a class outside of the Teachers College, please contact the college who owns the course to discuss their process for submitting a grade appeal.**

**Purpose:** The purpose of this document is to explain the procedures for the appeal of grades and results of graduate student culminating experiences. These procedures are aligned with the University Policy for Student Appeal Procedures on Grades found at <https://catalog.asu.edu/appeal>.

**Definition:** In this document, the term “instructor” refers to the course instructor listed in the course schedule. For graduate students “instructor” may refer to the graduate committee chair as noted on the student’s iPOS when a faculty committee issues a grade for comprehensive or qualifying examination or defense.

**What may be appealed:** Final course grades, results of capstone experiences, comprehensive and qualifying examinations and defenses (subject to review by the academic unit and college).

**When grade appeal must be submitted:** To receive consideration, grade appeals must be submitted to the Course Instructor within **10 business days** of the last date for posting final grades, as noted in the Academic Calendar. The academic calendar is available at <https://students.asu.edu/academic-calendar>.

**Reasons for grade appeal:** A student may appeal a grade only when he/she can document that one or a combination of the following has occurred:

1. The instructor erred in calculating points or acknowledging timely submission of assignments;
2. The instructor did not apply grading standards equitably (that is, there is evidence of bias, for example, due to race, age, sex, religion, or national origin);
3. The instructor did not assign grades consistently with the standards and procedures for evaluation announced at the beginning of the course in the course syllabus. The instructor may amend or supplement the standards and procedures during the course by providing written or oral notice to the entire class.

### Grade appeal procedure:

**Step One:** Informal meeting with instructor – This step is mandatory and applies to appeal of course grades only.

1. The student must contact the instructor of the course and submit the attached Grade Appeal Form. The student must provide documentation to support the appeal and reasons for disputing the grade to the instructor.
2. The student must meet with the instructor either face to face or virtually to discuss grievance. If this meeting does not resolve the grievance, the student may move to step two and submit the Grade Appeal Form to the Office of Student Services.

**Note: If the required meeting with the instructor has not taken place, the appeal will be accepted only if the student supplies evidence that the student contacted the instructor and (a) has received no reply for five business days, or (b) has been unable to schedule a meeting within 10 business days of the date of contact.**

**Step Two:** Submit grievance to Office of Student Services – If the grievance is not resolved in step one, the student may forward the grade appeal to Erica Mitchell, Executive Director of Student Services at [Erica.Mitchell@asu.edu](mailto:Erica.Mitchell@asu.edu) .

**Step Three:** Vice Dean Reviews Grade Appeal – The Executive Director of Student Services will review the grade appeal and may request additional information if needed. The grade appeal will be forwarded to the Vice Dean for review. The Vice Dean will review all information and will notify the student of the outcome within 10 business days.

#### **Step Four:** Appeal Decision to the Dean

- Per University policy, the student may appeal the Vice Dean's decision to the Dean, whose decision is final. **The student must appeal within five business days of receiving the Vice Dean's decision.**
  - To submit an appeal to the Dean, the student must forward the original appeal and the Vice Dean's response to [Alana.Lackore@asu.edu](mailto:Alana.Lackore@asu.edu), who will begin the appeal process at the Dean's level.
- Only the issue appealed to the Vice Dean may be appealed; no new issues or complaints may be added.
- The Dean or designee has full discretion as to whether to refer the appeal to the Student Issues Committee (also known as the college academic grievance committee). See <https://catalog.asu.edu/appeal> for University policies on grade appeals.
- The student will be notified by mail of the outcome. The decision of the Student Issues Committee (Dean's designee) is final.

**It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college in which the course is offered.**

For more information on University grading policies, see <https://catalog.asu.edu/appeal>.

**Deadline:** To receive consideration, this form and supporting documentation must be submitted to the instructor within 10 business days of the last date for "Final Grades Due" as noted in the Academic Calendar (see <https://students.asu.edu/academic-calendar>).

**Submit Form:** Please submit this form to your instructor when requesting a meeting. Both undergraduate and graduate students submit a copy to [Erica.Mitchell@asu.edu](mailto:Erica.Mitchell@asu.edu) . Your email will count as an electronic signature.

Student Name:	ASU ID:	Major/Program:
Email Address:	Phone Number:	Academic Advisor:
Course Prefix/Number/Name/Line #:	Semester/Year:	Instructor:
Date of Required Meeting with Instructor:          Request a Grade Change from _____ to _____	<b>Rationale:</b> Please attach a statement of grievance and any supporting documentation of the following:  <input type="checkbox"/> Instructor error  <input type="checkbox"/> Grading standards not applied equitably  <input type="checkbox"/> Grade not consistent with course syllabus or written directions	
<b>Graduate Students (for appeal of Culminating Experience):</b> Describe what result is being appealed (comprehensive exam, dissertation, defense, etc.) and the change requested. Attach an explanation and copies of supporting documentation that support your claim.		