

**College of Social and Behavioral Sciences  
Grade Appeal Process 2012-2013**

The general guidelines for grade appeals are explained in the University of Arizona Undergraduate and Graduate Catalogs. For the most recent general policies and procedures, please consult the 2012-2013 General Catalog available at <http://catalog.arizona.edu/2012-13/policies/gradappeal.htm>.

The SBS policy follows very closely the general policies and procedures specified in the catalog with the following exceptions:

**1) HOW THE APPEAL IS MOVED FOR REVIEW**

Students appealing a grade received in a course taught within SBS must initially submit their appeal in writing to Dr. Pamela Coonan in the SBS Dean's Office. It is then the responsibility of the Dean's Office to make certain that the appeal materials are delivered in accordance with the University's timetable for each stage of the appeal.

**2) WRITTEN DOCUMENTATION**

The written materials submitted shall include the following:

- 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
- A copy of the course syllabus
- Other materials the student believes support the written statement (i.e., copies of exams, quizzes and assignments, written correspondence with the instructor or graduate TA, and any other evidence that might prove unfair treatment).

Once submitted, nothing shall be added to or removed from the appeal file, with the exception of subsequent correspondence between the dean's office and the student, the instructor, the department head, and the college grade appeal committee.

**3) GRADE APPEALS COMMITTEE**

All SBS grade appeals are reviewed by the SBS Grade Appeals Committee in the last week of classes. The committee provides the dean with recommendations for each case. The dean makes his final decision after consideration the recommendations.

**4) GRADE APPEAL TIMELINE**

While the dates of the general policy and the SBS policy are the same, the responsibility for completing the steps differs slightly.

Prior to the end of:	Complete Step(s):	Responsibility of:
Week 5	1, 2 and 3	Student
Week 7	4	Dean, Instructor
Week 8	5	Dean
Week 10	6	Department Head, Instructor
Week 15		Dean

**Written appeals for courses taken in spring and summer 2012 must be received by the SBS Dean's Office no later than *Friday, September 21, 2012*. Written appeals for courses taken in fall and winter 2012 must be received by the SBS Dean's Office no later than *Friday, February 15, 2013*.** The student may mail the appeal via return receipt or deliver it 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 the attention of Dr. Pamela Coonan at the following address:

College of Social and Behavioral Sciences  
1100 University Boulevard  
200 West Douglass Building  
Tucson, Arizona 85721

For more information, please contact Pamela Coonan at [coonan@email.arizona.edu](mailto:coonan@email.arizona.edu) or 520-621-1117.