

DATE: June 21, 2012

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council (UGC)
Celeste F. Pardee, Associate, Curricular Affairs

RE: Grade Appeal Policy Amendment

The Grade Appeal Policy has been amended to address appeals by graduating students, effective for those completing degree requirements in Summer 2012. The policy amendment was initiated by Undergraduate Council and approved by the Graduate Council in March 2012; final approval was granted by the Faculty Senate on 5/7/12.

Grade Appeal Policy Amendment, <http://catalog.arizona.edu/2012-13/policies/gradappeal.htm>
(addition in bold font):

*A student may appeal a grade by using the following procedures. Where mentioned, the words college, dean, and department head are the department or college in which the course being appealed is offered. All timelines refer to the first regular (16-week) semester after the semester or summer term in which the grade was awarded. A week consists of five business days or seven calendar days. Grade appeals are not processed during the summer sessions unless the dean determines a case warrants immediate review, **such as those for students cleared for May graduation.***

A grade appeal is only available before the student's degree is awarded. Graduating students completing final degree requirements should alert Graduation Services (for undergraduate students) or the Graduate College (for graduate students) as soon as course grades are posted, if they intend to file a grade appeal in the next regular semester. Assuming the student has satisfied all degree requirements, the degree itself will be placed on hold while the appeal is conducted. When the appeal is resolved or the dean makes a final decision, the student's degree will be awarded and backdated to the term when all requirements were satisfied. During the interim, students may request an official letter of degree completion for purposes of employment or graduate/professional school admissions.

Justification:

- The former policy did not address graduating students. It was unclear whether a student who graduated in May, for example, could file a grade appeal the following fall, per step 1 of the policy.
- The faculty believes that graduating students do have the right to appeal a final course grade, as long as the student promptly informs the office that posts/awards degrees of their intent to do so. Degree posting will be postponed until the grade appeal is concluded.

Management of the Policy:

- Once a degree is posted to a student's official record (i.e., UAccess), the student's record is "frozen" with respect to graduation GPA, class rank, honors, etc.

- The only exception for changing the official record after a degree is posted is when an instructor reports an error in grading. If the instructor submits a Change-of-Grade as a result of an error, the official record is immediately corrected. There is no grade appeal.
- Due to the potential 15-week timeframe for a grade appeal, Graduation Services (Registrar's Office) or the Graduate College should place the student's degree "on hold" as soon as the graduating student notifies them of his/her intent to appeal.
- To minimize distress to the student who has completed degree requirements but is awaiting resolution of a grade appeal, the Registrar's Office/ Graduate College will give the student an official letter of degree completion.
- Once a final decision is reached on the grade appeal, the student's degree will be awarded—backdated to the term when all requirements were fulfilled.

Questions about the Grade Appeal Policy amendment may be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, or at cpardee@u.arizona.edu.