

## Steps for Submitting an Academic Grievance (Grade Appeal)

Before escalating your grievance to The College of Liberal Arts and Sciences, you must first address your concerns with your instructor and the appropriate administrator in the academic unit that offered the course. Over 95% of all disputes are settled in this way and are never escalated to the Dean's office. If, after working with the administrator in the academic unit offering the course, you feel you must escalate your concerns to the office of the Dean, please write your formal grievance in the format below and submit it to [thecollegedean@asu.edu](mailto:thecollegedean@asu.edu).

**Please submit the written appeal including all exhibits as a single .pdf file. The written appeal must be sent from your asu.edu email account.**

Your formal grievance statement must include:

### A heading including

- Your name and ASU ID number
- The Course prefix and number, title, 5 digit class number, the year and term, and the session in which the course was taught (A, B, or C)
- The instructor's name

### Your statement should address

- Your reason for questioning the grade
- The remedy you are requesting (including a quantitative method by which the final grade could be recalculated)

### If you have documents you wish to submit as evidence to support your statement

- Label them as Exhibit 1, Exhibit 2, etc.
- Reference the exhibit number(s) where appropriate in your statement of appeal so the Committee will know what point each exhibit supports
- Include them in your statement of appeal

**Formal written appeals must be received in the inbox for [thecollegedean@asu.edu](mailto:thecollegedean@asu.edu) no later than 5:00 p.m. on the tenth business day after meeting with the dean's representative**

After receipt of your written **Academic Grievance (Grade Appeal)**, your statement with any attachments will be submitted to the instructor, requesting the instructor's written response. When the response is received you will be invited to review it and hear the opinion of the dean's designee before deciding whether to request a hearing before The College Student Affairs and Grievance Committee or consider the matter closed.

*Cases will be scheduled in the order in which final documentation is received. You will be notified once a hearing date has been assigned with the date and an electronic copy of all material reviewed by the committee.*

***It is important to submit your formal grievance as soon as possible, because all grade grievances must be resolved within the regular fall or spring term***

*immediately following the term in which the grade was issued. The College Committee does not meet or hear cases during fall, winter, spring or summer breaks or on any day that the university is closed. More information about this process is available at <https://thecollege.asu.edu/resources/academic-grievance>.*