

Final Grade Appeal Process

The steps outlined below must be followed, beginning with Step 1, by any student seeking to appeal their final grade in a course offered by the College of Health Solutions. Students seeking to appeal a grade in a course offered by another college at ASU must follow the grade appeal process in that college.

The final grade appeal process may only be initiated by a student once the course has concluded and a final course grade has been posted to the student's transcript. Per university policy, grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

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 of Health Solutions.

Questions regarding the grade appeal process should be directed to the [executive director of student success](#).

Please note, this Final Grade Appeal Process does not address academic integrity allegations. Academic integrity violations should be [reported online](#) and discussed with the College of Health Solutions [Academic Integrity Officer \(AIO\)](#). Students who believe that they have been dealt with arbitrarily, unfairly, or in a way that violates established policies should initiate the Student Grievance process instead.

Step 1

The student **must contact** the instructor to state their reason(s) for questioning the grade received and provide any evidence to support their grievance. The instructor must review the matter, explain the grading procedure used, and show how the grade in question was determined. During the appeal process, students and instructors are required to keep all documentation related to the appeal process and share any requested material with college leadership (materials collected will be kept on a secure shared drive).

If resolved, the process ends here. If unresolved or the instructor does not respond, the student initiates Step 2.

Step 2

The student submits the [Grade Appeal Form](#), which will be routed to the [degree/program director](#) for review. If the instructor is the degree/program director, the appeal will be routed to the [assistant dean of undergraduate education](#) or [assistant dean of graduate education](#) for review.

After receiving the grade appeal, the degree/program director notifies the instructor about the appeal and requests a written response to the appeal within 10 business days. Once the response is received, the degree/program director discusses the appeal with the instructor and the student, as appropriate, and reviews all relevant documentation. The degree/program director will notify the student of the outcome of this review and whether any resolution was available. If the issue is resolved to the satisfaction of the student, the process ends here. If the student is not satisfied, the student initiates Step 3.

Step 3

The student has 10 business days from receipt of final communication at the conclusion of Step 2 from the degree/program director to email the [executive director of student success](#) with their intent to pursue Step 3 of the grade appeal. The executive director contacts the degree/program director to request all materials related to the grade appeal. Materials must be received within 10 business days of request.

A hearing is scheduled with all parties before the College of Health Solutions Academic Standards and Grievance Committee. If a student fails to or refuses to attend the hearing, the student's appeal is deemed abandoned unless they can show extraordinary circumstances for missing the meeting. After the hearing, the committee deliberates and sends a recommendation to the [dean](#) within 10 business days. The dean reviews all documentation related to the case and the College of Health Solutions Academic Standards and Grievance Committee's recommendation. The dean then writes a letter giving their final disposition, which is distributed to the student, instructor, and committee.