

Formal Grade Grievance Appeal Request Guidelines

When submitting a formal grade grievance appeal request, please follow the guidelines below.

1. A heading including
 - Your name and ASU ID number
 - The Course 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
2. Your statement should address
 - Your statement of appeal that includes the reason for questioning the grade and why you believe the grade is inaccurate.
 - The remedy you are requesting.
 - If you have documents you wish to submit as evidence to support your statement you must label them as Exhibit 1, Exhibit 2, etc.
 - In your statement of appeal, please reference the exhibit number(s) so the hearing committee will know what point each exhibit supports
3. The above information must be submitted to the Office of Academic and Student Affairs in the form of a single PDF packet by the appeal deadline given to you by the Academic Integrity Officer. Appeal requests should be sent to Charles.barbee@asu.edu

Additional Information

- On average, formal appeals are heard approximately 4-6 weeks after a request is submitted.
- All parties are notified of the Dean decision within 1-2 weeks after the completion of a hearing.