

Grade Appeal Process
College of Arts and Sciences

Found in Scholastic Regulations, Chapter 110, Section 2.B.

<http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH110.html#2>

Step	Action by:		
	Student	Instructor	Department
1	Student arranges to discuss grade with instructor, by end of following quarter.		
2	Instructor and student discuss grade. If mutual agreement between student and instructor, <u>grade is final.</u> If no agreement, go to step 3.		
3	Student sends formal grade appeal in writing to Chair of department, with copy to instructor, within 10 days of meeting with instructor.		
4		Chair meets with instructor within 10 days of receipt of appeal. If chair deems instructor's grading practice "arbitrary or capricious," go to step 5. If chair finds that instructor's grading practice is NOT "arbitrary or capricious," <u>original grade is final.</u> Student notified.	
5			Chair consults with instructor. If instructor and chair agree on grade revision, <u>revised grade is final.</u> Student notified. If instructor declines to revise grade, go to step 6.
6			Department appoints faculty member(s) to review student performance and assign grade. <u>New grade is final.</u> Student, Dean, and Provost notified.

Note: If the instructor is the chair of the department, "Department" role led by Divisional Dean.