



DEPARTMENT HEAD RESPONSE

DEPARTMENT HEAD'S RESPONSE / INSTRUCTIONS:			
<ol style="list-style-type: none"> 1. The department head should provide their response no later than the end of Week 10 of the semester. 2. Department heads cannot change the <i>grade</i>, but <i>should provide a recommendation.</i> 3. The department head should send this form and any additional documentation to the instructor and copy the department Dean's office. 4. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor should notify the student, the department head, and department Dean's office in writing of his/her decision. 			
<p>Department Head's Recommendation:</p> <p><i>Additional sheets may be used.</i></p>			
<p>Department Head's Signature:</p>		<p>Date:</p>	

STUDENT'S INSTRUCTIONS / NEXT STEPS:
<ol style="list-style-type: none"> 1. Once you receive the department head's response, review the information carefully. 2. Please notify the department Dean's Office by the end of Week 11 of the semester if you would like to escalate your appeal. The Dean's Office will submit the student's appeal, instructor's response, and the department head's recommendation to the appropriate dean. <p>The department Dean's Office, or designee, will make their determination by the end of Week 15 of the semester. The student, instructor, and department head will be notified of the decision, which is final. If the determination is a grade change, the department Dean's Office will copy the Office of the Registrar at reg-grades@arizona.edu.</p>