

# ACADEMIC INTEGRITY COMMITTEE

## GRADE PETITION

(Please type or print legibly in ink)

### Policy Statement

A student who believes an error has been made in the assignment of a final grade must contact the instructor to resolve the issue(s). Should the student remain dissatisfied, he or she may appeal in writing to the department chair/program director/coordinator (if applicable) and then to the dean of the college in which the course originates. The dean will respond to the student in writing within seven days of receipt of the appeal. If the dean disagrees with the instructor's response, the dean will refer the matter to the Academic Integrity Committee. If the dean has upheld the instructor's response, the student may petition the Academic Integrity Committee and should do so no later than the last day of the next regular (fall or spring) semester by submitting this form. Failure to act within that time period disqualifies the student from further pursuit of the matter. The Academic Integrity Committee shall be convened within 14 business days of receipt of the petition. The committee shall submit its recommendation to the provost no later than 21 business days from receipt of the petition. The provost will notify the student of the decision. The decision of the provost is final.

CRN \_\_\_\_\_ Prefix/Number \_\_\_\_\_ Title \_\_\_\_\_

Instructor Name \_\_\_\_\_

Semester Enrolled:  Spring 20 \_\_\_\_\_  Summer I 20 \_\_\_\_\_  Summer II 20 \_\_\_\_\_  Fall 20 \_\_\_\_\_

Grade changed from \_\_\_\_\_ (original letter grade) to \_\_\_\_\_ (new letter grade) OR  No change made to grade

IDN \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Previous

Address \_\_\_\_\_  
Street/P.O. Box City State Zip

Having been unable to resolve this grievance with the instructor or the Dean, I hereby petition the Academic Integrity Committee for the purpose of obtaining a grade change on the course identified above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature Chair/Coordinator/Director

\_\_\_\_\_  
Dean Signature

All supporting documentation (e.g., transcript, exam scores, instructor's signed statement of attendance and/or grades, justification for requested change) should be attached to this petition. Mail to the attention of the Chair of the Academic Integrity Committee at P.O. Box 3649, Fort Smith, AR 72913-3649.

### FOR COMMITTEE USE ONLY

Recommendation \_\_\_\_\_  
\_\_\_\_\_

Date of Committee Action: \_\_\_\_\_ Date of Student Notification: \_\_\_\_\_