

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 to the department chair/program director (if applicable) and then to the dean of the College in which the course originates. If the dean disagrees with the instructor's response, the dean will refer the matter to the Academic Integrity Committee. The dean will respond to the student in writing within seven days of receipt of the written appeal from the student, either denying the appeal or indicating that the appeal has been referred 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. 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.

Course No. _____ Section _____ Title _____

Semester _____ Year _____ Instructor Name _____

_____ Grade Recorded _____ Grade Changed to **OR** _____ No Change Made

Instructor Signature Date

Dean Signature Date

Chair Signature Date

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.

Mail petition and supporting documentation to the attention of the Chair of the Academic Integrity Committee at P.O. Box 3649, Fort Smith, AR 72913-3649.

All supporting documentation (i.e., transcript, exam scores, instructor's signed statement of attendance and/or grades, justification for requested change) should be attached to this petition.

Name _____ ID # _____
Last First MI

Name(s) used while attending UA Fort Smith _____

Address _____
Street City State ZIP

Petitioner Signature Date Telephone # _____

FOR COMMITTEE USE ONLY

Date of Committee Action: _____ Date of Student Notification: _____

Committee Recommendation: _____

Students with grievances concerning an instructor, a method of instruction, or dismissal from a program should follow the informal and formal grievance procedures described in the respective program documents if applicable.

Matters other than instruction should be taken to the Vice Chancellor for Student and Campus Life.

Student Copy _____ Date _____

Records Copy _____ Date _____