**UNIVERSITY OF ARKANSAS AT LITTLE ROCK**

**ACADEMIC INTEGRITY & GRIEVANCE COMMITTEE**

**GRADE APPEAL FORM**

You may fill out the first page of this form electronically (the gray boxes will expand as you type in them) or by printing the form and writing in the information. Take both pages with you to meetings with the instructor and department chair. Online students who do not live in the area may scan signed document and send, and may conduct meetings via telecommunication devices (conference telephone, Skype, etc.). Contact the UALR Provost’s Office for further information and assistance at (501) 569-3204. For a complete description of the UALR Grade Appeal Policy see the UALR *Student Handbook* at <http://ualr.edu/deanofstudents/assets/archive/HANDBOOK.pdf>.

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| **STUDENT AND COURSE INFORMATION** |
| **Student Name:**       | **Date:**       |
| **Student ID:**       | **Email Address:**       |
| **Address:**       |
| **Daytime Phone:**       | **Alternate Phone:**       |
| **Course Title:** (e.g. Principles of Marketing) |
| **Course Number:**      (e.g. RHET 1300 ) | **Section Number:**      (e.g. 01, or 999) | **Online Course:**  Yes [ ]  No [ ]  |
| **Instructor Name:**       |
| **Department:**       |
| **Semester and Year Course was taken:**      (e.g. Spring 04, or SUM2 04) | **Grade Received:**  |

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| **WAIVER FOR RELEASE OF ACADEMIC RECORDS** |
| **\* Please print and sign upon completion of first page of form.** I,      , release the following academic records held by the University of Arkansas at Little Rock to the Grade Appeals Panel for the purpose of ruling on my appeal. All records released to this panel will be confidential information and not further released without my consent.*Please check records to be released.*[ ]  My grades listed in the grade book from the above course.[ ]  My UALR transcript.[ ]  My tests, quizzes, papers, and other assignments from the above course.[ ]  Other (specify)      **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**       |

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| **BASIS FOR APPEAL** |
| Attach a one-page typed explanation of the basis for your grade appeal. Your statement should make it clear why you believe you earned a different grade from the one that was assigned to you in this course. |

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| **GRADE APPEAL REQUIRED SIGNATURES** |
| The UALR grade appeal policy requires that you first meet with the instructor of the course in which you received the grade you are appealing. If the grievance is not resolved at this stage, you may ask the department chair to call a meeting that will include you, the instructor and the chair for a second attempt to resolve the grievance. If a resolution is not reached as a result of that meeting you may, as a last resort, submit your appeal to the Associate Vice Chancellor of Academic Affairs (Office of the Provost) for possible referral to the Academic Integrity and Grievance Committee. The appeal cannot be submitted to the Provost’s Office until the instructor and department chair blocks have been completed and signed. If you cannot obtain the required signatures due to circumstances beyond your control, please call the Provost’s Office at (501) 569-3204 for further instruction. |

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| **INSTRUCTOR:**[ ]  Grievance Resolved [ ]  Grievance NOT ResolvedInstructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_ |
| **DEPARTMENT CHAIR:**[ ]  Grievance Resolved [ ]  Grievance NOT Resolved. Both parties notified of subsequent grievance/appeals procedures.Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS:****[ ]** Grievance is determined not to be a grade appeal, referred to appropriate authority**[ ]** Case referred to the Academic Integrity and Grievance Committee[ ]  Case referred to the Provost & Vice Chancellor for Academic AffairsAVC Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *To be completed by the chair of the Academic Integrity and Grievance committee.***GRADE APPEALS PANEL**[ ]  Appeal granted. Grade changed to .[ ]  Appeal denied.Signed Date  Chairperson, Grade Appeals PanelSigned Date Signed Date Signed Date Signed Date **REMARKS:**    |