Students of any College of Sciences and Health Professions course who received a final grade that they dispute on the grounds of either: 1) a computational error, or 2) non-uniform grading practices, must submit a Petition for a Grade Dispute. The petition must be submitted no later than the last day of instruction for the semester immediately following the semester of registration in the disputed course (for example, the end of the Spring semester for a grade dispute for a Fall course). For more detailed directives related to the grade dispute policy, see the Undergraduate Catalog.

**Required Process:**

1. The student should first present the petition to the course instructor and seek to resolve the grade dispute.
2. If the student and instructor are unable to find a resolution, the instructor must prepare a written response, and the petition along with the instructor’s response should then be presented to by the student to the chair of the department offering the course.
3. If resolution is not reached through the mediation of the department chair, the petition should then be submitted by the student for review by the Academic Standards Committee of the College of Sciences and Health Professions (see below for petition submission information).

Should resolution be reached with either the instructor or the department chair, a Change of Grade form should be submitted, and this petition will not need to be submitted to the Academic Standards Committee.

**Required petition components:**

- Completed Petition for a Grade Dispute form
- Typed statement from the student describing the circumstances related to the dispute, including any evidence of a computational error or non-uniform grading standards. Attach a separate statement and any supporting documentation.
- Documented response from the instructor. Attach a separate statement and/or utilize the space provided on the reverse side.
- Statement from the department chair. Attach a separate statement and/or utilize the space provided on the reverse side.
- A copy of the course syllabus with clear notations regarding all grades/points earned on each assignment.

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**Name** ___________________________  **Student ID** ___________________________

**Street Address** ___________________________  **City** ___________________________  **State** ___________________________  **Zip** ___________________________

**Preferred Telephone** ___________________________  **Are you an International Student?**

☐ Yes  ☐ No

**Course (department and course number, i.e. “MTH 181”)** ___________________________  **Instructor** ___________________________

**Semester/Year of Course Registration**

☐ Fall 20______  ☐ Spring 20______  ☐ Summer 20______  **Current Course Grade** ___________________________  **Proposed Course Grade** ___________________________

*With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.*

**Student Signature** ___________________________  **Date** ___________________________

Completed petitions should be turned in to the College of Sciences and Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does not constitute a guarantee of approval.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences and Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.
Student Statement (attach a separate sheet)

Instructor Response

Instructor Signature                                   Date

Department Chair Statement

Chair Signature                                   Date