

**Phillips Community College of the University of Arkansas  
Request for Academic Appeal**

Student's Name \_\_\_\_\_ SSN \_\_\_\_\_

Semester and Year \_\_\_\_\_

Course Name and Number \_\_\_\_\_

Instructor(s) \_\_\_\_\_

Reason for Appeal:

Request to change course grade from \_\_\_\_\_ to \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Step 1**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2**

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Vice Chancellor (DeWitt and Stuttgart) \_\_\_\_\_ Date: \_\_\_\_\_

**Action Taken:**

**Step 3**

Vice Chancellor for Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:

**Step 4**

Chair of the Faculty Senate Academic Standards Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Action Taken:

Hearing not warranted \_\_\_\_

Hearing warranted \_\_\_\_

**Step 5**

Chair of Academic Standards Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:

Notify Student: \_\_\_\_\_

Notify Instructor: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

Location of Hearing: \_\_\_\_\_

**Step 6**

Hearing Convenes

Findings:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Standards Committee Chair: \_\_\_\_\_

Academic Standards Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_