

GRADE APPEAL REQUEST FORM
Student Initiated

Current Student: Yes or No

Note: If you are a current student, communication will be handled through your IU email address.

Student Name:

Student ID Number:

IU Email Address:

Current Address:

Street Number / Street Name

City, State

Zip

The Academic Affairs Committee will only consider student initiated requests per the Grade Appeal Policy (see pages 2-3).

Grade appeals submitted without the required signatures or appropriate approvals will not be considered by the Academic Affairs Committee.

I request a change from

old grade

to

new grade

in the grade for

Exact Course Title (e.g. Principles of Composition)

Course Department
(e/g/ ENG-W)

Course #
(e.g. 130)

a course that I took at IU South Bend during the

Semester of the Year

I have read and understand the IU South Bend Policy on Grade Appeals on pages 2-3:

Please attach a typed explanation for your requested change. Include supporting documentation. If you are not a current student, include a copy of the valid photo id.

REQUIRED SIGNATURES

As reviews are completed, each official should date, note the recommendation (approval or denial), and sign as indicated in the box below. This will simplify the appeal to the Academic Affairs Committee in the case that one official approves the appeal.

Date:

Recommendation:

Approve / Disapprove

Faculty Member Signature (of the Course)

Approve / Disapprove

Chairperson/Program Director Signature (of the Course)

Approve / Disapprove

Dean Signature (of the Course)

FOR COMMITTEE AND OFFICE USE ONLY

Meeting Date:

Recommendation:

Signature: Academic Affairs Committee Chair:

Approval of Executive Vice Chancellor for Academic Affairs: Yes No

Signature: Executive Vice Chancellor for Academic Affairs:

Registrar update of Student Records (for approved changes):

Registrar notify student of changes to Student Records:

Grade appeals submitted without the required signatures or appropriate approvals will not be considered by the Academic Affairs Committee

1. Students must follow the IU South Bend Policy on Grade Appeals. Begin the process with the Class Instructor (see below).
2. Submit all appeals to the Academic Affairs Committee through the Office of the Registrar.
3. The Academic Affairs Committee will not review an appeal without required signatures.
4. The Academic Affairs Committee will review the appeal and make a recommendation to the Executive Vice Chancellor for Academic Affairs, who makes a final resolution.
5. Additional Grade Appeal Request Forms are available from the Office of the Registrar. For questions, contact the registrar's office.

GRADE APPEAL POLICY

Student-initiated grade changes and limitations of time

If a student disagrees with her/his final course grade, the student should discuss the matter with the faculty member assigning the grade. Grade appeals (including changes to a W, FN, or FNN) must be submitted within one year from the end of the term in which the grade was posted. Grade appeals will not be accepted beyond the one year period.

The only valid reasons for a student to request consideration of a grade change are:

1. Incorrect grade due to miscalculation (human error)
2. Procedural error (e.g., failure to follow announced grading procedures, failure to communicate grading procedures)
3. Non-academic reasons (e.g., discrimination that is banned by University policy or requesting an Administrative late withdrawal due to extenuating circumstances). Late withdrawals must be accompanied by supporting documentation and must be for reasons other than poor academic performance.

Procedure for submitting a student-initiated grade appeal

Step One: Contact the Instructor and resolve matter informally

- Students seeking to contest a course grade should contact the instructor and attempt to resolve the matter informally first. It is suggested that the student and the instructor discuss the matter synchronously (by phone, virtually, or in person). If the instructor agrees that the grade should be changed, the instructor will initiate the Change of Grade process. To ensure fair treatment of all students in the course, the Chair or next level supervisor should verify with the Instructor that grades have been calculated in the same manner for all students.
- If the matter is not resolved informally or if the instructor does not respond within 10 business days of the student's initial contact, the student should submit a formal grade appeal. If the instructor is not available or has not responded within 10 business days from receiving the initial written appeal, the student may direct their initial formal appeal to the Department Chair or Program Director. Once the student has submitted the grade appeal, the student can follow up with the Registrar office about the status of their appeal.

GRADE APPEAL POLICY CONTINUED

Step two: Submit formal appeal to the Office of the Registrar

The Formal Appeal should include:

- 1) Grade Change Request Form—obtain from Registrar Office or access the electronic form.
 - 2) Statement and Course syllabus:
 - a. A statement that demonstrates a valid reason that the instructor would be obliged to assign a better grade. The statement should include an analysis of relevant evidence including (but not limited to): final exam, assignment instructions, and/or student's electronic gradebook, and/or copies of previous communications with instructor, and/or witness testimony.
 - b. Course syllabus
- The formal appeal will be sent to the Course Instructor first. The Course Instructor will approve or disapprove the request. The Instructor may add a response for rejecting the student's argument or an agreement to change the grade. If the instructor rejects the student's appeal, the instructor should inform the student that an appeal to the Department head or Dean is possible.
 - The appeal will then move to the Department head (Chair, Program Director, or Area Coordinator). The Department head should gather information from both the student and the faculty member and reach a decision as to the merits of the appeal.
 - The appeal will then be reviewed by the Dean. The Dean may appoint a faculty designee of the school (e.g., Assistant or Associate Dean) to review the appeal. The Dean or designee may request additional documentation.
 - In those instances where either the Department Head or Dean supports the student's appeal, the person supporting the appeal must submit a written letter to the Senate Academic Affairs Committee of the IU South Bend Academic Senate. If a lower level is unable to submit the support documentation, the next level (e.g., Chair or Dean) is acceptable.
 - The Academic Affairs Committee (AAC) of the IU South Bend Academic Senate will review each level of the appeal at the next scheduled meeting. The AAC may request additional documentation. The AAC will submit their recommendation in writing to the Executive Vice Chancellor for Academic Affairs (EVCAA), who makes a final resolution. The EVCAA decision will be sent to the Student, Instructor, Department Head, Dean of the College, and Registrar office. The EVCAA decision is final and cannot be appealed.
 - The decision and relevant documents will be filed with Indiana University South Bend Registrar's Office and will be archived for 10 years unless otherwise directed by University Counsel.

(approved by the Academic Senate 2/24/95, revised 4/19/2019, revised 04/19/2024)