

GRADE CHANGE 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 Grievance Policy (see Page 2).
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)

a course that I took at IU South Bend during the

Semester of the Year

Course Department
(e/g/ ENG-W)

Course #
(e.g. 130)

I have read, and understand, the IU South Bend Policy on Grade Grievances on Page 2:

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 Student Record (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 Grievances. 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 Change Request Forms are available from the Office of the Registrar. For questions, contact the Registrar Office at regofc@iusb.edu.

GRADE GRIEVANCE POLICY

If a student disputes his/her final course grade, the student must discuss the matter with the faculty member assigning the grade no later than the end of the next regular semester. Grade appeals submitted for semesters beyond that deadline and up to 3 years after the grade was originally assigned will only be considered in extremely serious and documented circumstances (e.g., prolonged hospitalization, military deployment) that prevented the student from filing the petition or the faculty member from responding within the stated time period. Grade appeals after the end of the next regular semester and up to 3 years will only be considered for grade changes to W, FN, or FNN. Grade appeals will not be accepted beyond the 3-year period.

If the faculty member disagrees with the student’s case for changing the grade, the student may appeal to the Chairperson of the Department that offered the course. If the Chairperson of the Department disagrees, the student may appeal to the Dean or Program Director of the area that offered the course. If the faculty member, Chairperson, Dean or Program Director all disagree with the student’s request, the student may then appeal to the Academic Affairs Committee of the IU South Bend Academic Senate. That Committee then makes its recommendation to the Vice-Chancellor for Academic Affairs, who makes a final resolution.

In those instances where either the faculty member, Chairperson, or Dean or Program Director supports the student’s appeal, the student and the person supporting the appeal must submit a written appeal to the Academic Affairs Committee of the IU South Bend Academic Senate. If the course instructor is unable to submit the support documentation, the next level (department Chair, Dean) is acceptable. That Committee will review the appeal and make a recommendation to the Vice-Chancellor for Academic Affairs, who makes a final resolution. (approved by the Academic Senate 2/24/95, revised 4/19/2019).