Indiana University Southeast

STUDENT-INITIATED GRADE APPEAL FORM

When to Use: This form should be used when students wish to appeal a final grade issued or change the displayed final grade to a non-GPA relevant “S” or “P” after issuance of a final grade of A-D-. It presumes student has submitted a request to modify grade or displayed final grade to instructor of record for the class and instructor has denied or not responded to the written request within 14 days of submission.

About You

Your Name [__________________________] | Your University ID # [__________________________]
Print
IU E-Mail: [__________________________] | Phone # You Answer: [______ - ______ - ________]

About the Class Where Grade Challenged

Semester Taken: (e.g. Spring 20): ____________
Subject/Catalog# (e.g. ENG-W 131) ____________
4-5 Digit Class # _______________________

About Actions Taken to Date to Resolve

Have you communicated with the instructor of class in writing about your request? Yes  No (Circle One)

If yes, attach copies of any communications initiated by you and any responses given by instructor. If No, do that first and allow instructor time to reply, then resume appeal.

Assemble and include any other documentation you believe will be persuasive in supporting your appeal.

Sign and Submit

By signing and dating below you are attesting to these statements:
• I have read and understand the IU Southeast “Student-Initiated Grade Change Appeal Process.”
• The information I have provided here is a full disclosure of all information related to my request and is to the best of my knowledge, accurate and current.

[_________________________________________] | [______ - ______ - ________]
Student’s Signature | Date

The signed form and all attachments are filed with the Office of the Dean for the school offering the challenged class, i.e, School of Arts and Letters, School of Business, School of Education etc. If unsure which is the offering school or where/how to make submission electronically, contact Student Central at 812-941-2100.
For Department and Dean Use Only. Students Do Not Write in this area.
DEPARTMENT REP and DEAN COMMENTS:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Decision of Department Representative:  Approved      Denied
|________________________________________|     |___-___-____|
Dept. Representative Signature

Decision of the Dean (Final):   Approved  Denied
|________________________________________|     |___-___-____|
Dean Signature

Notes to Effectuating Decision

When appeal becomes final either because student is satisfied with outcome or the dean has made final review, denied, and there is no further appeal, the completed form with decisions and final signatures should be forwarded to the Office of the Registrar (electronically to seregr@ius.edu). Staff here will either initiate an administrative e-grade change or manually change the grading basis to change the displayed grade to make decision evident in student record.