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 Print	Your University ID #
Print IU E-Mail:	Phone # You Answer:
About the Class Where Grade Challeng	<u>jed</u>
Semester Taken: (e.g. Spring 20):	
Subject/Catalog# (e.g. ENG-W 131)	
4-5 Digit Class #	
About Actions Taken to Date to Resolve	<u>e</u>
Have you communicated with the instructor of	class in writing about your request? Yes No (Circle One)
If yes, attach copies of any communications in first and allow instructor time to reply, then res	nitiated by you and any responses given by instructor. If No, do that sume appeal.
Assemble and include any other documentation	on you believe will be persuasive in supporting your appeal.
Sign and Submit	
	utheast "Student-Initiated Grade Change Appeal Process." s a full disclosure of all information related to my request and is to the
Other law No. Column at	
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. <u>DEPARTMENT REP and DEAN COMMENTS</u> :			
Decision of Department Representative:	Approved	Denied	
	I	<u></u>	
Decision of the Dean (Final):	Approved	Denied	
 Dean Signature	l	<u></u>	

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 egrade change or manually change the grading basis to change the displayed grade to make decision evident in student record.