Vice Chancellor for Academic Affairs  
Indiana University South Bend  
Grade Change Request Form - Student Initiated  

Name: ____________________________  
Student ID Number: __________________  
Student Email Address: __________________  
Student Local Address: ____________________________________  
Street: ____________________________  
City: ____________________________  
State: ____________________________  
Zip: ____________________________  

The Academic Affairs Committee will only consider student initiated requests per the Grade Grievance Policy (see back).  

As reviews are completed, each official can date, note the recommendation (denial or approval), 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.  

I request a change from ________ to ________ in the grade for ____________________________  
Old grade: ________ New grade: ________ Exact Course Title: ____________________________  
Crse Dept: ____________________________ Crse Number: ____________________________  

I have read, and understand, the IUSB Policy on Grade Grievances:  

YES  NO  

Please attach a typed explanation for the recommended change. Include supporting documentation (e.g. doctor or hospital records).  

Student Signature: ____________________________ Date: ____________________________  

**REQUIRED Signatures**  

| Date | Recommendation | Signature of Faculty Member: ____________________________  
|------|----------------|-----------------------------------------------------------------  
| ______|Approve/Disapprove (circle one) |  
| Date | Recommendation | Signature of Chairperson: ____________________________  
|------|----------------|-----------------------------------------------------------------  
| ______|Approve/Disapprove (circle one) |  
| Date | Recommendation | Signature of Dean/Program Director: ____________________________  
|------|----------------|-----------------------------------------------------------------  
| ______|Approve/Disapprove (circle one) |  

**For Office Use Only**  

Meeting: ____________________________  
Recommendation: ____________________________  

Signature of Academic Affairs Committee Chair: ____________________________  

Approval of Vice Chancellor for Academic Affairs:  

YES  NO  

Signature of Vice Chancellor for Academic Affairs: ____________________________  

Update of Student Record (for approved changes): ____________________________  

---  

Note: Grade appeals submitted without the required signatures or appropriate approvals will not be considered by the Academic Affairs Committee.
1. Submit all appeals to the Academic Affairs Committee through the Office of the Registrar.

2. The Academic Affairs Committee will not review an appeal without required signatures.

3. The Academic Affairs Committee will review the appeal and make a recommendation to the Vice Chancellor for Academic Affairs, who makes a final resolution.

4. Additional Grade Change Request Forms are available from the Office of the Registrar.

5. Students must follow the IUSB Policy on Grade Grievances (see below).

**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 Academic Senate 2/24/95)