

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)