



# IUPUI OFFICE OF THE REGISTRAR

## Change of Grade Petition

Instructions: This petition form is primarily used by undergraduate students. Graduate and/or professional students should contact the academic owner of the course to determine appropriate grade change appeal steps.

When a student believes there was an error in the calculation or assigning of a course grade, it is the responsibility of the student to contact the course instructor to discuss the grade and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a change of grade or in situations where the instructor cannot be contacted, the student may appeal the course grade to the chair or director of the academic program offering the course. To facilitate this process, submit this Change of Grade Petition to the IUPUI Office of the Registrar who will distribute to the academic units. Decisions on grade changes are made within the schools. If the request is supported, the school will notify the Office of the Registrar of the new grade. If the request is denied, students will be so notified directly by the school. Schools will not consider requests for withdrawal when the student has completed the course.

**Petitions for changes of grades from concluded courses older than 5 years will not be considered!**

\*\*\*International students should first contact the Office of International Affairs to determine potential impact on your visa status prior to submitting any withdrawal requests.\*\*\*

\*\*\*Students who received financial aid or scholarships should contact the Office of Student Financial Services to determine the impact or withdrawal requests on aid eligibility.\*\*\*

Today's Date

Name

Ten Digit University ID Number

Name (if different while attending IUPUI)

Street Address

City

State

Zip

Phone

E-mail

Provide the following course information

Course Title

Ex: Fundamentals of Speech

Course Department and Number

Ex: COMM-R 110

Course Instructor

Class Number

Term and Year Taken

Original Grade

New Grade Being Requested

Reason for Change Request

**Personal Statement and Supporting Documentation:**

Provide a detailed statement outlining why a grade change is being requested. Be sure to indicate whether you completed all of the course requirements including the final examination. Include any supporting documentation to substantiate the reason for the petition. If the reason for your request is medically related, you should provide appropriate supporting documentation of your medical issue. Only persons with a need to know will see any confidential materials you submit.

All Materials should be sent to:

IUPUI Office of the Registrar  
Campus Center, Suite 250  
420 University Blvd.  
Indianapolis, IN 46202-5144

Fax: 317-278-2240