

## AA-112.3.A, GRADE APPEAL FORM

Please complete one form for each grade appeal. This form will be filed in the student's permanent file.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Year/Semester/Session: \_\_\_\_\_

Course Number: \_\_\_\_\_

Title: \_\_\_\_\_

Attach evidence of communication with the instructor or attempted email correspondence, along with supporting documentation detailing the reason for the grade appeal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please print and sign the completed form OR digitally sign. You may scan and email the form from your Upper Iowa University (UIU) email, as indicated below.

Grade appeal process:

- ❖ The student may appeal the decision of the instructor of record to the Department Chair/Program Director\* in which the course resides. A student must submit this appeal within 19 UIU business days from the final grade being posted in myUIU.

Approved

Denied

\_\_\_\_\_  
Chair/Director\* Signature

\_\_\_\_\_  
Date

- ❖ The Chair/Director\* will inform the student and instructor of the decision. The Grade Appeal Form, along with initial student-provided evidence/documentation, should be sent to [documents@uiu.edu](mailto:documents@uiu.edu). The Grade Change Form for approved grade appeals should be sent to [uiuregistrar@uiu.edu](mailto:uiuregistrar@uiu.edu).
- ❖ The student may appeal the decision of the Chair/Director\* to the Chief Academic Officer (CAO) **only if new and compelling evidence can be provided** in support of the grade appeal. A student must submit this final appeal within five UIU business operating days from the Chair/Director's\* denial. The CAO will review the new evidence and render a final decision within ten UIU business operating days. The CAO's decision is final.

Approved

Denied

\_\_\_\_\_  
CAO's Signature

\_\_\_\_\_  
Date

- ❖ The CAO will inform the student, the instructor, and the Chair/Director\* of the decision. The Grade Appeal Form, along with initial student-provided evidence/documentation, should be sent to [documents@uiu.edu](mailto:documents@uiu.edu). The Grade Change Form for approved grade appeals should be sent to [uiuregistrar@uiu.edu](mailto:uiuregistrar@uiu.edu). Should the grade appeal be denied, the grade appeal form should be sent to [documents@uiu.edu](mailto:documents@uiu.edu).

*\*If the instructor also serves as the Chair or Director, the appeal may be submitted to the Faculty Director.*