

## AA-112.2.A, FINAL GRADE APPEAL FORM

Please complete one form for each final 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 final 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.

Final Grade Appeal Process:

- ❖ The student may appeal the decision of the instructor of record to the Department Chair/Director in which the class 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 Final Grade Appeal Form, along with initial student-provided evidence/documentation, should be sent to [iecooperations@uiu.edu](mailto:iecooperations@uiu.edu). The Final Grade Change Form for approved final 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 Dean of the School in which the class resides **only if new and compelling evidence can be provided** in support of the final grade appeal. A student must submit this final appeal within five UIU business operating days from the Chair/Director's denial. The Dean will review the new evidence and render a final decision within ten UIU business operating days. The Dean's decision is final.

Approved

Denied

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

- ❖ The Dean will inform the student, the instructor, and the Chair/Director of the decision. The Final Grade Appeal Form, along with initial student-provided evidence/documentation, should be sent to [iecooperations@uiu.edu](mailto:iecooperations@uiu.edu). The Final Grade Change Form for approved final grade appeals should be sent to [uiuregistrar@uiu.edu](mailto:uiuregistrar@uiu.edu).