



## AA-112.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/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 Grade Appeal Form, along with initial student-provided evidence/documentation, should be sent to [iecooperations@uiu.edu](mailto:iecooperations@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 Dean of the School in which the class resides **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 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 Grade Appeal Form, along with initial student-provided evidence/documentation, should be sent to [iecooperations@uiu.edu](mailto:iecooperations@uiu.edu). The Grade Change Form for approved grade appeals should be sent to [uiuregistrar@uiu.edu](mailto:uiuregistrar@uiu.edu).