



IUPUI

**OFFICE OF THE
FACULTY COUNCIL**

INDIANA UNIVERSITY–PURDUE UNIVERSITY
Indianapolis

Grade Change Policy

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Effective: Current
Last Updated: December 5, 2002

Faculty Council Committee:
Academic Affairs Committee
Student Affairs Committee

Scope

This policy applies to undergraduate students only. Any requests by graduate students for change of grade after the conclusion of a course are subject to policies of the academic unit offering the course.

This policy refers to requests for change of grade, grade discrepancies, or grade disputes following the conclusion of the course and not requests for withdrawals after the conclusion of the course.

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

Reason for Policy

On occasion, students inquire about the possibility of changing a grade. This may be because the student believes there was an [error in the calculation or assigning of the grade](#) or the student [failed to officially withdraw](#) in a timely fashion.

Policy Statement and Procedures

GRADE CHANGE POLICY:

Undergraduate units will not consider petitions for change of grade from concluded courses older than five years. Academic units may choose to use a shorter time period than the campus limit. Academic units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the five-year period.

Other options, such as grade forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.

For the situation where 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 following the procedures established by awarding academic unit.

Requests for change of grade after the conclusion of a course will be honored only to correct a mistake or error in calculating or assigning the course grade. To facilitate this process, the Office of the Registrar shall maintain a Change of Grade Petition document. The Change of Grade Petition shall require course information, a provision for the student to make a personal statement explaining why she or he believes the grade should be changed and a provision to include supporting documentation.

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. Students are encouraged to check on line (One.IU) to verify the new grade. If the request is denied, students will be so notified by the school.

POLICY ON CONSIDERATION OF REQUESTS FOR WITHDRAWAL AFTER CONCLUSION OF THE COURSE:

This policy applies to undergraduate students only. Any requests by graduate students for withdrawal after course conclusion are subject to the policies of the specific school offering the course.

This policy refers to requests for withdrawals following the conclusion of the course and not issues of grade discrepancies or disputes that would be addressed under the policies of the academic units.

Undergraduate units will not consider grade change petitions for withdrawal from concluded courses older than five years. Units may choose to use a shorter time period than the campus

limit. Units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the five-year period.

Other options, such as forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.

Schools will not consider requests for withdrawal when the student has completed the course.

The deletion of a course from the academic record at the request of an undergraduate student is done only when the university has made an error. The student's failure to withdraw from a course, even if the student never attended the course, is not sufficient reason for the course to be deleted from the record. This also holds for grades of W, whether the result of a student-initiated withdrawal or an administrative withdrawal.

Process:

The student may appeal the grade following the process established by each school. This usually includes completion of a Change of Grade Petition. The form should be [completed online](#), printed, and returned to the Office of the Registrar. The Office of the Registrar facilitates the distribution of the form(s) to the appropriate academic unit(s) for their review and final action.

The Change of Grade Petition requires course information (course title, semester taken) as well as provides the student the chance to make a personal statement explaining why she or he believes the grade should be changed. Please note that individual schools may impose a deadline beyond which they will not consider requests for changes of grade for a particular semester.

If the student's performance or withdrawal was medically related, the student should provide appropriate supporting documentation. Only persons with a need to know will see any confidential materials you may submit.

Decisions on grade changes are made within the schools. Please allow three to four weeks for the review process and somewhat longer in the summer and during semester breaks. The academic unit will notify the student in writing with the decision. Please be sure [your address](#) is current.

Forms

Change of Grade Petition Form: <https://studentcentral.iupui.edu/doc/grades-progress/change-grade-petition.pdf>

History

Approved by the IUPUI Faculty Council: December 5, 2002

Links updated: January 13, 2020