



Change of Grade Petition

In order to petition for a change in a grade received at IUPUC, please complete this form. Type or print clearly for legibility. Grade change requests are subject to policy restrictions established by the faculty. Many divisions at IUPUC will not take action on a request to change grades until you have established academic progress including 12-20 credits with grades of C or better. *Do not use this form if you are simply reporting an instructor error immediately after the grading period; talk to the instructor first.*

The university regards this petition as confidential. Only persons with a need to know will see any materials such as medical records or other private documents you choose to submit. If you are concerned about privacy, please provide a telephone number and a time for us to call so that we may discuss the matter.

Student Name: _____ **Petition Date:** _____

Ten-Digit University ID Number: _____ **Phone Number:** _____

Street Address: _____ **City:** _____

State: _____ **Zip:** _____ **Email (IU preferred):** _____

Program of Study (major) while at IUPUC: _____

Courses for which you desire a grade change:

Subject & Course ("ENG-W131")	Course Title ("Reading, Writing, & Inquiry I")	Semester & Year Taken	Credit Hours	Grade Received	New Grade Desired*

*Provide explanations on page 2 of this form.

Current Enrollment

1.) If currently enrolled at another Indiana University campus, please tell us where by circling the correct one here:

- IU Bloomington IU Northwest IU Southeast IU South Bend IU Kokomo IU Fort Wayne
- IUPU Indianapolis IU East IUPU Columbus

2.) If currently enrolled at a college or university other than the IU system, please provide the name and city:

Past IUPUC History

1.) If not currently enrolled at IUPUC, what year and semester was your last? _____

2.) Have you used the grade replacement option (FX) through IU? (Circle one) YES NO

If yes, how many credit hours have been grade replaced? _____

Impact While Moving On

1.) Did you transfer to another institution (not IU)? Most schools do not count grades from other colleges in their GPA calculations and do not transfer in courses with grades of D or F. Please explain how a grade change here will affect your academic future at the new institution.

2.) If not returning to IUPUC, please explain in detail how your grades are affecting other aspects of your life.

Please attach any additional information, documents, or statements you would like to submit with this petition. Make a copy of the completed form for your own records.

Signature and Date

Return the completed form to:

Office of Registrar Services
4601 Central Avenue, CC 156
Columbus IN 47203

If you scan the entire document and attachments on a flatbed scanner, saved to PDF file format, you may submit the petition via email to registrar@iupuc.edu. Image files (documents photographed with a camera) are not acceptable.

The Office of Registrar Services will forward this petition to your IUPUC course instructor(s) and/or the division(s) that offered the course(s) specified. Please allow 3-4 weeks for the review process during fall and spring semesters. The process can take longer in the summer and during semester breaks. We will notify you in writing with the decision.