



# Change of Grade Petition

In order to petition for a change in a grade received at IU Columbus, 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 IU Columbus 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: \_\_\_\_\_ Email (IU preferred): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Program of Study (major) while at IU Columbus: \_\_\_\_\_

## Courses for which you desire a grade change:

Subject & Course ("ENG-W 131")	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 you are currently enrolled at another Indiana University campus, please circle the correct campus here:

IU Bloomington    IU Northwest    IU Southeast    IU South Bend    IU Kokomo    IU East  
IU Indianapolis    IU Columbus    IU Ft Wayne

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

\_\_\_\_\_

## Past IU Columbus History

3) If not currently enrolled at IU Columbus, what year and semester did you last attend college? \_\_\_\_\_

4) Have you ever used the grade replacement option (FX) through IU? Circle one:      YES      NO

If yes, how many credit hours have been previously grade-replaced? \_\_\_\_\_ semester of year \_\_\_\_\_

## Explanations and Documentation

Answer Question #5 completely, if you wish to change your current grade from an 'F' or 'D' grade to a 'W' grade.

Answer Question #6, if you wish to change your current grade to a different letter grade (or to satisfactory if you failed a pass/fail class).

- 5) I am requesting an 'F' or 'D' grade to be changed to a "W" for Withdrawal. Here is my explanation of why I received the grade for class subject\* \_\_\_\_\_ in the \_\_\_\_\_ semester of year \_\_\_\_\_:

\*If you want more than one grade changed to a "W" for the same reason above, please list those courses here:

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Did you complete all course work and take the final exam for each of the courses above? *Circle one:* YES NO

If the yes/no answer does not apply to all listed courses, please specify details and differences. \_\_\_\_\_

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- 6) I request a grade change to a specific **letter grade** (not a 'W') because of the reasons stated here, and I am providing the course syllabus, classwork, and test results to support my argument:

*Use the back of these pages, if necessary to provide more information like this for each course listed in the petition.*

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## Impact While Moving On

- 7) 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. Write N/A if this description does not apply to your case.

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- 8) If not returning to IU Columbus, please explain in detail how your grades are affecting other aspects of your life.

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*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

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(Signature)

(Date)

**Return your completed and signed form to our campus location below or by emailing to [coregr@iu.edu](mailto:coregr@iu.edu):**

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

The Office of Registrar Services will forward this petition to your IU Columbus 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 may require additional time during summer and semester breaks. You can expect an email once a decision is made.