***NOTE: PETITIONS FOR APPEAL OR CHANGES OF GRADES OLDER THAN TWO (2) WEEKS AFTER THE COURSE HAS ENDED WILL NOT BE CONSIDERED.***

**POLICY**

Students who have questions regarding their grade who believe the grade awarded is demonstrably improper by reason of capricious or arbitrary grading should confer directly with the instructor of the course within two weeks of receiving the final grade. Complaints after two weeks are not entertained. Students who are unable to arrive at a mutually agreeable solution may file a final appeal with the Chief Academic Officer. The Chief Academic Officer will speak with the instructor and student and gather necessary information to formulate a decision. The Chief Academic Officer has the final decision to either change the grade or keep the grade "as is".

**PROCESS**

1. Student must complete the COURSE GRADE APPEAL/CHANGE form and submit it to the Office of Academic Affairs facultysupport@iau.la.
2. Office of Academic Affairs staff shall consult with the instructor.
3. If student and instructor are unable to arrive at a mutually agreeable solution, the student may file a final appeal with the Chief Academic Officer.

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| **STUDENT INFORMATION (To be completed by student)** |
| Student Name:  | IAU SID#  | Date:  |
| Tel:       | Email:  | Program: |

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| **ORIGINAL COURSE / GRADE INFORMATION, reason for appeal,** **(To be completed by student)** |
| Year/Term/Session: | **20****/**  | Reason for appeal: |       |
| Course Code/Title:  |  |  |  |
| Instructor Name: |  |  |  |
| Current Grade: |  |  |  |
| Student Initial: |  |  |  |

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| **NEW COURSE / GRADE INFORMATION****(Completed by Instructor. Please allow 3 days.)** | **STUDENT ACCEPTANCE OF NEW COURSE / GRADE** **OR 2nd APPEAL (To be completed by student)** |
| Grade: |       | [ ]  I am satisfied with the results of my appeal and accept my NEW COURSE / GRADE.  |
| Reason: |       |  |
| Instructor Initial/Sig: |       | [ ]  I am NOT satisfied with the appeal, DO NOT accept my NEW COURSE GRADE, and wish to appeal with the Chief Academic Officer. |
| Date: |       |  |

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| **FINAL COURSE / GRADE INFORMATION (Completed by Chief Academic Officer. Please allow 10 days.)** |
| Final Grade: |  |
| CAO’s Initial/Sig: |       |
| Date: |       |

***The Chief Academic Officer has the final decision to either change the grade or keep the grade "as is".***