



Elliott

# Grade Grievance Form

If not an IAFF course, please contact the relevant department.

I, \_\_\_\_\_, dispute the grading of \_\_\_\_\_ by  
(name of student) (student's work product/s)

\_\_\_\_\_ that occurred during the \_\_\_\_\_ semester of  
(name of instructor) (fall, spring, summer)

\_\_\_\_\_ in \_\_\_\_\_, IAFF \_\_\_\_\_  
(year) (CRN) (course number) (course title)

I request that the grade of \_\_\_\_\_ be changed to \_\_\_\_\_.  
(current grade)

### Step One: Instructor Review

Please submit this form to the instructor for review. If agreement is reached, please complete the appropriate portions of the *Resolution of Grade Grievance Form* and submit to ESIA Academic Programs, esiaapss@gwu.edu. If no resolution is reached, please proceed to step two.

### Step Two: Program Director Review

Please submit this form and required documentation to to ESIA Academic Programs, esiaapss@gwu.edu for review. Academic Programs will contact the appropriate Program Director overseeing the course. If the program director is the course instructor, the associate dean of academic affairs will conduct this step of the review. If agreement is reached, please complete the appropriate portions of the *Resolution of Grade Grievance Form* and submit to ESIA Academic Programs, esiaapss@gwu.edu. If no resolution is reached, please proceed to step three.

### Required Documentation

- Course Syllabus
- Assignments or work products involved in the dispute (if applicable)
- Statement of Student Grade Grievance
- Instructor Responses to state of student grade grievance
- Any other relevant documentation (if applicable)

### Step Three: Dean's Office Review

Please submit this form and required documentation to the Dean's Office to request a committee review to resolve the grade grievance.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



Name of Student filing Grade Grievance: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Semester/year: \_\_\_\_\_

Course Information: \_\_\_\_\_, IAFF \_\_\_\_\_  
(CRN) (course number) (course title)

Date Grade Grievance was received: \_\_\_\_\_

After due consideration of the Grade Grievance, it is decided that we:

\_\_\_\_\_ Accept the agreement reached between the Student and the Instructor as final resolution of this grade grievance.

\_\_\_\_\_ Accept the Student's grade grievance in the absence of the Instructor's concurrence, by approval of the Program Director.

\_\_\_\_\_ Accept the Student's grade grievance in the absence of the Instructor's and/or Program Director's concurrence, by approval of the Dean.

\_\_\_\_\_ Reject the Student's grade grievance on the following basis: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grade Grievance Review Committee Signatures (if applicable):

\_\_\_\_\_ Faculty Member(s)

\_\_\_\_\_

\_\_\_\_\_ Dean

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor/Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date