



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 the appropriate program director 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 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