School of Engineering and Applied Science (SEAS)
The George Washington University

Notification of Grade Grievance Form

Student should complete this form, attach the documentation required and submit it to his/her Department Chair.

I, ____________________________, dispute the grading of ________________________ by
(Name of student) (Student’s work product[s])

__________________________, that occurred during the ________________________
(Name of instructor) (Fall, spring, or summer)

Semester of ___________________ in _________________________________.
(Year) (Course number and name)

I request that the grade of __________________ be changed to ________________,
(Original grade)

I hereby notify the Chair of the Department of ____________________________
that I request a review to resolve the dispute. I have attached the required documentation.

________________________________________  __________________________
Student Signature          Date

________________________________________  __________________________
Department Chair’s Signature Date received

Attachments
a. Statement of student grade grievance
b. Course syllabus
c. Assignment or work product involved in the dispute, if applicable
d. Instructor response to statement of student grade grievance
e. Other relevant documents that the student or instructor wishes to submit
School of Engineering and Applied Science (SEAS)
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Resolution of Grade Grievance Form

Student filing “Notification of Grade Grievance”: ____________________________

Course Instructor: ____________________________________________________________

Course number and name: ____________________________ Semester/year: ______

Date of “Notification of Grade Grievance”: ________________________________

Grade Grievance Hearing Committee names and signatures

_______________________________ Committee Chair and Faculty Member
_______________________________ Faculty Member
_______________________________ Faculty Member

After due consideration of the Notification of Grade Grievance, this Committee:

_____ Accepts the agreement reached between the Student and the Instructor as final
resolution of this grade grievance*: ________________________________

______________________________

_____ Accepts the Student’s grade grievance request and, in the absence of the Instructor’s
concurrence, recommends it be communicated to the SEAS Associate Dean for Academic Affairs
for appropriate action.

_____ Rejects the Student’s grade grievance.

*Acceptance of this resolution

Committee Chair should submit this completed form with the Committee report and all relevant
documents to the Department Chair, and Associate Dean for Academic Affairs, School of Engineering
and Applied Science (SEAS), Science and Engineering Hall Suite 2885, The George Washington
University, Washington, DC 20052