
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Grade Appeal Form for Cases of Alleged Improper Academic Evaluation Health Sciences Programs

This Grade Appeal Form is to be used in Step 1 of the appeal process. Please refer to the Regulation section of the SMHS bulletin for the **FULL PROCEDURES**: <http://bulletin.gwu.edu/medicine-health-sciences/#regulationstext>. Please be advised that the **full procedures** prevail over any information contained in this document.

For students in Biomedical Laboratory Sciences, Physician Assistant, Physical Therapy, or Translational Health Sciences programs, please refer to your student handbook for specific program information.

Section 1: To be completed by the student. Complete this section and email this form to the instructor and copy your program director within 10 calendar days of the time the grade is posted.

Student Name:

GWID:

GW Email:

Degree/Certificate:

Major:

Semester/Year:

Course Name & Number:

Instructor:

Please describe in detail the grounds for the appeal:

Student signature:

Date:

Section 2: To be completed by the instructor. Complete this section and email this form to the student and copy the student's program director.

Course Name & Number:

Section:

Please address the questions raised by the student and indicate your decision on the student's appeal.

Instructor signature:

Date:

Section 3: To be completed by the program director. Complete this section and email the completed form to the student and the instructor.

_____ Recommend grade stands

OR

_____ Recommend grade change*

Please address the reasons for your recommendation.

Program Director signature:

Date:

**Grade change recommendation requires Grade Change Form be submitted to the Health Sciences Dean's Office.*

Note: After Step 1 of the appeal process is complete, if a mutually satisfactory resolution is not achieved, the student may, within 5 calendar days of the decision of the program director being rendered, appeal to the senior associate dean for health sciences. The student must submit a written letter of appeal, accompanied by this completed Grade Appeal Form and any other supporting documentation to hsp@gwu.edu. Please refer to the SMHS Bulletin for the full procedure: <http://bulletin.gwu.edu/medicine-health-sciences/#regulationstext>