

School of Engineering and Applied Science

Process for Resolving Student Grade Grievances

The purpose of this process is to resolve student assertions of “cases of Alleged Arbitrary or Capricious Academic Evaluation” in the form of a course grade in the School of Engineering and Applied Science (SEAS) and in accordance with the GW Code of Student Conduct.

- A. ***Nature of grievances covered:*** under this process. This policy and procedure pertain to a student assertion of arbitrary or capricious assignment of course grade (a “grade grievance”). Cases of academic dishonesty are not included here (see *Code of Academic Integrity*), nor are allegations of illegal discrimination (see *Code of Student Conduct*).

- B. ***Materiality:*** Grade disagreements of two grade levels or more may be submitted by a student. The grade levels are, from lowest to highest, F, D-, D, D+, C-, C, C+, B-, B, B+, A-, A. For example, a student assertion that a course grade of B+ should be changed to A- is not material and will not be reviewed by the Department Chair or Associate Dean, while an assertion that a B+ course grade should be an A is material.

- C. ***Instructor responsibilities:*** It is the responsibility of the course instructor to provide a syllabus (or course outline) to each student in a course at the beginning of the semester that clearly sets forth the instructor’s grading policy in the course. It is also the responsibility of the instructor to adhere to the grading policy stated in the syllabus, or, if changes are made, to announce and implement them in a manner that is not prejudicial to the evaluation any student receives from the course instructor. It is also the responsibility of the instructor to respond to a student’s communication of a grade grievance within a reasonable period of time (normally within 10 working days except in the summer or during academic breaks and holidays). Finally, faculty are reminded that the *Faculty Handbook* requires instructors to retain graded examinations and papers not returned to students for one year after the semester during which the work was submitted.

- D. ***Student responsibilities:*** It is the responsibility of the student to communicate clearly with the instructor and on a timely basis about any grading issues in a course. If the student is not clear about the syllabus, the grading policy or a grade on a student assignment or other work product, the student should immediately initiate a discussion with the instructor.

- E. ***Confidentiality:*** Students, faculty, instructors, academic administrators, and university employees shall maintain the confidentiality of matters related to grade grievances, in a manner consistent with university policies, including the Privacy of Student Records policy, and applicable privacy laws.

- F. ***File retention:*** It shall be the responsibility of the SEAS Departments and Dean’s Office to retain files regarding disputes beginning with a student’s “Notification of Grade Grievance” filing. These files shall be retained for two academic years and then discarded. No materials will be placed in

individual student files in program offices, nor will notations be made on academic transcripts. See section above for instructor record retention requirements.

- G. Precedence: These policies and procedures amplify the GW Code of Student Conduct. In the event of conflicts between these documents, the Code of Student Conduct shall prevail.

Section II. B. Protection Against Improper Academic Evaluation, Code of Student Conduct
(Last revised July 31, 2025)

Students should have protection through orderly procedures against discriminatory or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Except in instances that involve a reported student concern based on allegation of unlawful discrimination for which other remedy is provided under “Student Discrimination Report Procedures,” a student who alleges an instance of arbitrary or capricious academic evaluation shall be heard and the allegation reviewed through faculty peer review procedures established by the dean and faculty of the school in which the contested academic evaluation took place. An allegation of improper academic evaluation may proceed either through the faculty peer review procedures established by the dean or the Student Discrimination Report Procedures (not both). Should the faculty member persist in refusing to alter the academic evaluation at issue, notwithstanding a finding by the peer review processes in favor of and upholding the complaint of the student, the Dean’s Council, and the dean shall afford the student an appropriate remedy after consultation with the peer review body

- H. **The Process:** Consistent with the University documents, the peer review procedure for cases of alleged arbitrary or capricious academic evaluation in the School of Engineering and Applied Science is a 4-step process as described below. In order to assure the availability of relevant materials, and unless a specific deadline is listed, each step should be pursued as expeditiously as possible.
- I. The student contacts the course instructor/faculty member and academic advisor to discuss thoroughly the manner and substance of the academic evaluation. The student must make such contact within the first four weeks of the semester following the semester for which the grade was issued (excepting summers).
 - II. If resolution is not achieved in step I, the student contacts the Department Chair who undertakes a complete review of the manner and substance of the academic evaluation. The student should submit a Notification of Grade Grievance Form with all the supporting documentation, as listed below. Should the Chair be the faculty member providing the evaluation, a senior member of the faculty who is not involved in the academic evaluation, will be selected by the Associate Dean, and will conduct this step of the review.

Documentation: Students are responsible for providing adequate written information.

- a) Clear and concise 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.

- III. If resolution is not achieved in Step II, the Department Chair forms a review committee comprised of two to three faculty members. All faculty involved in the review process are to be full-time, regular, active-status members of faculty. If a sufficient number of qualified faculty cannot be obtained from within a department or program, faculty from related programs may be appointed to the committee after consultation with the Associate Dean.

The review committee gives the course instructor/faculty member the opportunity to prepare a written explanation of his/her view of the situation and then will convene to review the entire academic evaluation process and outcome. The committee invites the student and the faculty member to appear, separately, before the committee to make additional comments and to answer questions, if necessary. The committee deliberates and communicates its decision to the Chair in a written report (Attachment B: Resolution of Grade Grievance Form) which the Chair conveys to the student and course instructor.

- IV. If resolution is not achieved in step III, the student requests the Associate Dean for Academic Affairs to review the case, by providing the Associate Dean with a written explanation of the basis for student's claim of arbitrary and capricious academic evaluation, including copies of any supporting documentation. The Associate Dean reviews the case, confers with Department and relevant parties, and comes to a decision. If step III was not conducted, then the Associate Dean may form a review committee to fulfill the requirements of step III. After that, a decision is conveyed to the student, instructor, and Department Chair.

Attachments:

- A. Notification of Grade Grievance Form
- B. Resolution of Grade Grievance Form

GW School of Engineering and Applied Science Resolution of Grade Grievance Form

Grade Grievance filed by:

Full Name: _____ GWID#: _____

Grievance Filed Date: _____

Instructor and Course Information

Course Instructor Full Name: _____

Term/Year: _____

Course Number/Title: _____

Grade Grievance Hearing Committee Information

Committee	Full Name	Signature
Chair/ Faculty Member 1	_____	_____
Faculty Member 2	_____	_____
Faculty Member 3	_____	_____

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. *Please describe accepted resolution in the space below.*

- 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.

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