



Student and Academic Affairs
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INTERNAL USE ONLY

☐ First Appeal (Program) ☐ Re-Appeal (College)
☐ Approved ☐ Denied

New Grade: _____

Date Student Notified: _____

GRADE APPEAL

Name: _____ G Number: _____

Mason Email: _____ Phone Number: _____

Major or Program: _____ ☐ Graduate ☐ Undergraduate

Course: _____ Section: _____ Semester: _____

As per [catalog AP.3.9](#), students may appeal **final grades** that they believe were assigned unjustly or were based on unclear criteria. Grade appeals are accepted until the last day of classes of the following semester (spring for fall grades, fall for spring and summer grades), not including reading days or exam periods. Students who would like to contest a course grade should first contact their instructor for clarification regarding the assigned grade, and to ask the faculty member to reconsider the grade, if appropriate.

Have you discussed your concerns with your instructor? ☐ Yes ☐ NoIs this the first time you are appealing this grade? ☐ Yes ☐ No, this is a Re-Appeal

Please note that Grade Re-Appeals are only considered for the following reasons:

- The grade appeal process was not conducted fairly at the program level; protocols were not followed.
- The information that was presented was misinterpreted by the program level reviewer.
- The student has additional information to provide that was not previously available to them at the time of the initial grade appeal submission.

INSTRUCTIONS:

1. In a separate Word document, provide a detailed explanation of the nature of your appeal. State specific claims, challenges, concerns and/or discrepancies relating to the final grade you received for the course. Include what would be an ideal resolution for your appeal. If this is a re-appeal, also include which reason stated above is the basis for your re-appeal.
2. Attach all relevant information and supporting documentation for each claim, challenge, concern and/or discrepancy. Please refer to Grade Appeals on our website for more information regarding the appeal process and appropriate documentation: <https://cehd.gmu.edu/current-students/policies-and-procedures/>.
3. Attach the course syllabus.
4. Please submit your completed Grade Appeal form, statement, supporting documentation, and course syllabus to CEHD's Office of Student and Academic Affairs at cehdsaa@gmu.edu from your **GMU email** account.

Read and sign: Requests are not effective unless approved by the College of Education and Human Development, Office of Student and Academic Affairs (SAA). Submission of a request does not guarantee approval. Students should allow up to 15 business days to receive a decision for their appeal. It is the student's responsibility to continue to access their Mason email account for any correspondence relating to the request.

I have read and will comply with the rules, regulations, requirements, and academic policies of the College and University. I certify that the accompanying information is accurate and not in violation of the Honor Code.

STUDENT SIGNATURE _____

DATE _____