PROCEDURES FOR FILING A GRADE APPEAL

Grades are awarded for an individual student's academic work during each semester based on that individual's mastery of the course content. Grades are determined by faculty through the exercise of their considered academic judgment, and the School of Education's administration will not override an instructor's considered academic judgment when it comes to grade award decisions. Mere disagreement or dissatisfaction with an instructor's evaluation of a student's academic work is not sufficient basis for a grade appeal. Nor may a student appeal an instructor's decision not to grade an assignment that was submitted past the specified submission deadline or if the work was submitted after the instructor has inputted the final course grade in SIS. Students who wish to appeal a grade must follow the steps in the order outlined below.

STEP 1 - Contact the Instructor
In the event a student disputes the grade on a particular assignment or the final course grade, the student should first discuss the grade with the course instructor in an effort to resolve the matter on an informal basis.

STEP 2 - Contact Faculty Adviser
If the matter remains unresolved following this initial informal discussion with the course instructor, the student is encouraged to ask his/her faculty adviser (or division director in the case of PSL students) to assist as a mediator to resolve the dispute.
Note: *In the event that the course instructor is also the student's faculty adviser, an alternative mediator, such as the program lead, should be identified.*

STEP 3 - Appeal to Vice Dean of Academic Affairs
Where final course grades are concerned, if the matter still cannot be resolved, the student may appeal the course instructor's decision to the Vice Dean for Academic Affairs (or designee). In such cases, the attached grade appeal form must be completed and submitted in order for the appeal process to move forward.
Note: *Only final course grades may appealed to the Vice Dean's level—students may not appeal grades for individual assignments to the Vice Dean's level.*

The grade appeal form and supporting documentation must be received within 30 calendar days of the final course grade being posted in SIS. Please send the form and documentation to Teri Murray, Director of Student Affairs, at teri.murray@jhu.edu and copy soe.studentaffairs@jhu.edu.

More information regarding our appeal process can be found in the School of Education's academic catalog under the grade appeals policy.

COURSE GRADE APPEAL FORM

Name (Last, First, M.I.):			Student ID:	
Address		City	State	Zip Code
Daytime Telephone:	Evening Telephone:	JHU Email:		
Course Number:	Course Title:			
Term and Year:	Instructor(s):		Grade Received:	
Faculty Adviser:				

Date(s) discussed grade with instructor: _____ ; Date(s) discussed grade with faculty adviser/PSL division director: _____

Consideration of a grade appeal is limited to an evaluation of whether or not the grade awarded was determined in accordance with policies/standards outlined in the course syllabus. An instructor's failure to follow policies/standards outlined in the course syllabus may be considered evidence that the final course grade was not so determined.

This form should be filled out **only** if a student has already discussed the disputed grade with the instructor and (if applicable) his/her faculty advisor or division director and these discussions have failed to resolve the matter satisfactorily. Please indicate which of the following criteria are being used as the basis for the appeal (check all that apply).

- € Instructor failed to follow the policies/standards outlined in the course syllabus.
- € Instructor failed to adhere to assessment rubrics outlined in the course syllabus.
- € An error was made in the grade calculation.
- € Other (please detail): _____

The following supporting documentation should be included along with your request:

- Rationale for the appeal (referencing one or more of the criteria indicated above).
- Copy of the course syllabus.
- Disputed assignment(s) in question.
- Correspondence between student, instructor, and adviser.

I declare that the information provided on this form and in all supporting documents is true, and that I have been unable to resolve this matter to all parties satisfaction through discussions with the instructor and (if applicable) my faculty adviser/division director.

Student Signature _____ Date_____

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OFFICE USE ONLY: Grade Appeal Approved: € Yes € No

If appeal approved, please indicate the new grade to be awarded: _____

If appeal denied, please state reason: _____

Vice Dean's Signature_____ Date_____

cc: Student Affairs office, Registrar's office   Eff: 11/01/16