

VIRGINIA COMMONWEALTH UNIVERSITY
School of Social Work

Grade Review Request
Notification Form and Instructions

To be completed by a student who believes a final course grade has been arbitrarily or capriciously assigned or assigned without regard for the criteria, requirements and procedures of the course as stated in the syllabus or guidelines for assignments.

I:

Student Name _____ V- _____

Phone / _____ E-Mail _____

Course# & Name _____ Instructor _____

Semester taken _____ Grade Received _____ Advisor _____

Date Student Conferred with Instructor _____

Date Student Consulted with Advisor _____

II.

Please check the reason(s) you believe apply to your situation. The assigned grade was: *(check all that apply)*

_____ Arbitrarily assigned

_____ Capriciously assigned

_____ Assigned without regard for grading criteria stated in the syllabus or assignment guidelines

_____ Assigned without regard for the requirements of the course

_____ Assigned without regard for the procedures of the course

Student Signature _____

Date _____

••••• For Program Director use only •••••

Date Grade Review Request (Appeal) Received _____

Date Advisor Consulted _____

Date Instructor Consulted _____

Date Student Contacted _____

Instructions for Written Grade Review Request Notification

Student submits the Grade Review Request Notification Form **with the following materials** to the Director of the Program:

- a. Cover sheet with itemized list of documents being submitted in support of the appeal
 - b. Statement providing student rationale for the basis of reason(s) noted above, including dates to track the sequence of events leading to the grade appeal
- Documents that correspond with the itemized list above

In accordance with the Mediation procedure detailed in the [University Grade Review Policy and Procedure](#), the Program Director talks with student and others involved to attempt to resolve the issue.

If the Program Director is unable to mediate a resolution, she/he forwards the student's appeal and all supporting evidence to the dean. The Program Director's recommendations should address and refer to the itemized evidence presented by the student.

All material pertaining to the appeal will be placed on file in personnel director's office and relevant information forwarded to Northern Virginia committee members when appropriate. Students are advised to keep a copy of ALL items for their own records.

In accordance with the Grade Review Committee procedure detailed in the University Grade Review Procedure below, a grade review committee is formed. The chair should be one of the faculty members currently serving on the Academic Standards Committee.

In order to ensure that the student is satisfied with the accuracy and completeness of his/her grade review file (including the summary of the program director), the student should be given one (1) week (the same amount of time granted for a challenge to the committee's membership) to review his/her file and verify that all his/her information is included and ready for review by the grade review committee.

The grade review hearing will proceed in accordance with the [University Grade Review Policy and Procedure](#).