

Name (Last, First, M.I.) Please Print:		Degree Program:	
Address:		City:	State: Zip Code:
Daytime Telephone:	Evening Telephone:	JHU Email:	
Course Number:	Course Title:		
Term and Year:	Instructor(s):	Grade Received:	
Faculty Advisor:			

Date(s) discussed grade with instructor: _____

Date(s) discussed grade with faculty advisor (or other faculty member) to seek mediation of dispute _____

Permissible bases for an appeal are limited to: 1) an error in the arithmetic computation of the grade and/or 2) the course Instructor failed to follow a written course policy or written grading standards in the course assignment instructions, syllabus, course website, lecture, or other materials in a manner that affected the final grade.

This form should be filled out **only** if a student has already discussed the disputed grade with the instructor and his/her faculty advisor (or other faculty member) to mediate the dispute 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):

- Course Instructor failed to follow a written course policy or written grading standards in the course assignment instructions, syllabus, course website, lecture or other materials in a manner that affected the final grade.
- An arithmetic error was made in the grade calculation.

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

- Brief rationale for the appeal (referencing one or more of the criteria indicated above). Please limit this to 1-2 pages.
- Copy of the course syllabus and/or other written course policy or grading standard.
- Disputed assignment(s) in question.
- Correspondence between student, instructor, and/or advisor, if applicable.

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 my faculty advisor (or other faculty member).

Student Signature _____ Date _____

OFFICE USE ONLY: Grade Appeal Approved: Yes No

If yes, please indicate new grade to be assigned _____

If appeal denied, please state reason: _____

Designee of Chair's Signature (or Director of Office of Academic Integrity if 550 course) _____

Date _____