



### Grade Review Form

(See "Grade Review" in the JMU Graduate and Undergraduate Catalogs for Policy Statement)

Student's Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Requesting Grade Review for: \_\_\_\_\_  
Course Name                      Number                      Semester Taken

Professor: \_\_\_\_\_

1. Submitted to professor: \_\_\_\_\_  
Student's Signature                      Date

Received by professor: \_\_\_\_\_  
Professor's Signature                      Date

2. Submitted to head of academic unit offering the course: \_\_\_\_\_  
Student's Signature                      Date

Received by head of academic unit offering the course: \_\_\_\_\_  
Academic Unit Head's Signature                      Date

3. Submitted to college dean: \_\_\_\_\_  
Student's Signature                      Date

Received by college dean: \_\_\_\_\_  
Dean's Signature                      Date

#### PROCEDURES

1. Student must submit the signed Grade Review Form to the professor by Monday of the third full week of classes in the regular semester that follows the semester for which the contested grade was given and meet with the professor by Friday of the third full week of classes. The student must attach a written explanation of reasons for the dispute and any documentation relating to the disputed grade. The instructor must sign and record a written response on page two of the form and forward a copy to his/her academic unit head by Friday of the fourth full week of class. The original form must be forwarded to the student.
2. To request a review of the professor's response, the student must contact the head of the academic unit offering the course by Friday of the fifth full week of classes by submitting the signed original copy of the form along with attachments. The academic unit head will confer with the professor and respond to the student in writing by Friday of the seventh full week of classes. Signature and response must be recorded on page two of the Grade Review Form. The original Grade Review Form will be returned to the student with a copy retained by the academic unit head and forwarded to the professor.
3. At the student's request, the college dean may review the decision of the academic unit head for fairness. The student must contact the dean and submit the signed original Grade Review Form (with attachments) by Friday of the eighth week of classes. The dean must review materials and respond in writing to the student by Friday of the tenth week of classes. The original Grade Review Form with signature and response written on page two of the form must be returned to the student and copied to the academic unit head and professor.
4. For graduate students only, a copy of this form must be taken or faxed to The Graduate School.

Instructor Response: \_\_\_\_\_  
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Signature

\_\_\_\_\_  
Date

Academic Unit Head Response: \_\_\_\_\_  
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Signature

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Date

College Dean Response: \_\_\_\_\_  
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Signature

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Date