Name: ____________________________  GWid: ____________________________

Last Name  First Name  M.I.

GW E-mail: ____________________________@gwmail.gwu.edu  Alternate Email (optional): ____________________________

Department/Program: ____________________________  Degree: ____________________________

Grievance Type:
- □ Grade in course or portion of course
- □ Other required examinations
- □ Other: ____________________________

You must include the following items with your submission:

- syllabus
- a statement describing the issue (maximum 2 pages)
- electronic communication between you and the professor
- examples of your work
- any other related materials.

Student Signature: ____________________________  Date: ____________

Chair or Program Director: ____________________________  Date: ____________

Has the student followed Step 1 of the Grievance procedure?  □ Yes  □ No

What was the result of Step 1?

Dean's Comments: ____________________________

Dean's Signature: ____________________________  Date: ____________