The George Washington University  
Graduate School of Education and Human Development  
Procedures for Appeal – Master’s and Certificate Students

All students have the right to appeal an academic decision (i.e. residency requirements, admissions decision, grade appeals, and decisions that alter a student’s status) of GSEHD before the appropriate committee. Please note that all appeals must be forwarded no later than six months following the decision being appealed.

The Master’s Appeals Committee (for Master’s and Certificate students) meets once a month during the academic year (September through May).

Student Procedures:

Informal Attempts at Resolution

Prior to appealing a decision through the Master’s Appeals Committee, the student first should attempt to resolve the matter with the faculty member(s) most directly responsible. If no resolution results, the student should then consult with the individual at the next administrative level, for example, the director of the program or the chair of the relevant department. If there continues to be no resolution, the program director, chair, or student may contact their Student Services Representative in the Dean’s Office to solicit assistance to ensure that adequate steps are made to resolve the issue at an informal level without the complaint escalating to the status of a formal appeal. If no resolution is achieved as a result of these informal attempts, the student may appeal to the Master’s Appeals Committee.

Formal Appeal

In order for an appeal to be considered by the Master’s Appeals Committee, students must adhere to the following process:

A. Submit the appeal and supporting documentation in writing to the Master’s Appeals Committee through the appropriate Student Services Representative no later than six months from the decision being appealed.

* The letter requesting an appeal must include the following information:
  1. A description of the reason for requesting an appeal.
  2. A detailed description of the timeline of events.
  3. A statement explaining the outcome sought by the student.

* All documents relevant to the case (e.g. student statement, faculty member statement, transcript record of coursework, and all other related documentation) must be in the Student Service Representative’s possession at least two weeks prior to the committee meeting.
B. Once a student has properly submitted all case materials, the appeal will then be placed on the Master’s Appeals Committee’s agenda for the next available meeting during the academic year. Appeals submitted outside of the academic year will be added to the agenda of the committee’s first meeting of the following academic year. As with all appeals, appeals submitted outside of the academic year must be submitted no later than six months from the decision being appealed. In extenuating circumstances, the Dean of the Graduate School of Education and Human Development may request to convene the committee outside of the academic year.

C. The student will be notified in writing of the date, time, and place of the meeting by his or her Student Services Representative and has the right to attend the meeting. If planning to attend the hearing, the student must inform the Student Services Representative in writing no later than one week prior to the hearing. The student may have another individual present for support but the person will not be permitted to speak or participate in the hearing. If the individual is an attorney, the student must inform the chair no later than one week prior to the hearing. Students who choose to attend will be allotted an appropriate amount (time to be determined by the chair) to present the case. The presentation will be followed by questions related to the case from committee members. In the event that a student does not attend, the committee will base the decision on the written documentation in the case file.

D. The student will be notified in writing of the committee’s decision by his or her Student Services Representative within 20 days of the meeting.

E. The student may appeal the decision of the Master’s Appeals Committee by submitting a written appeal to the Dean of the Graduate School of Education and Human Development. The appeal must be written and submitted within 30 calendar days of the date on the decision letter. A delay in filing an appeal may constitute grounds for rejection of the appeal. All decisions by the Dean are final.