

# How to Appeal a Grade

**NOTE: You must appeal within 21 business days into the next fall or spring semester**

For official policy regarding the grade appeal process see:  
[https://www.catalogs.ohio.edu/content.php?catoid=82&navoid=7500#grad\\_info](https://www.catalogs.ohio.edu/content.php?catoid=82&navoid=7500#grad_info)  
and scroll down to the section titled "Grade Appeals"

*First you may try to resolve the disagreement with your instructor informally.  
If you're unable to do so, initiate the formal grade appeal process as follows:*

## **To begin the appeal process first email the instructor who issued the grade**

- The email should include at least the following:
  - State clearly that you are appealing the grade
    - Specify which course you're appealing and include your name and PID number
  - State why you are requesting a grade change
  - Provide evidence supporting the reason for the request

## **It can help to . . .**

- Be polite.
- Be concise
- Cite the portion of the syllabus explaining applicable part of the grading policy
- Explain how you and the instructor differ about the grade
- Request that the instructor consider changing the grade
- Ask for a written response

## **If you are still not satisfied with the response. . .**

- Write to the department (or school) chair or director
- Explain your request and the instructor's response
- Ask for their assistance in getting the grade changed

## **If you are still not satisfied with the outcome. . .**

- Ask the chair/director to forward your appeal to the Dean
- The Dean will determine whether there are sufficient grounds for the appeal
- If they decide there are, a committee will be appointed to review your appeal
- The decision of the committee cannot be appealed

### ***Additional Tips. . .***

*Be polite at all times. . . Support your appeal with direct facts about courses, policies, dates, etc... Remember you are trying to persuade the person to your point of view: be truthful, objective, respectful. . . Be concise. . . Let them know when you will be following up. . . and remember to thank people for considering your appeal*



**OHIO UNIVERSITY**

Office of the Ombuds

## Grade Appeals

Excerpted from: [https://www.catalogs.ohio.edu/content.php?catoid=82&navoid=7500#grad\\_info](https://www.catalogs.ohio.edu/content.php?catoid=82&navoid=7500#grad_info)

The instructor assigned to a class has full responsibility for grading, subject to the appeal process described in this section. In unusual circumstances (e.g., death, incapacity, or indefinite inaccessibility of the instructor), the department chair (or school director) is responsible for the final grade, subject to appeal by the student to the dean as described in this section. Students are encouraged to initiate grade appeals immediately after receiving notice of the letter grade. Final grade appeals must be initiated no later than 15 business days from the beginning of the fall or spring semester immediately following assignment of the final grade.

A student appealing a grade must make a concerted effort to resolve the matter with the instructor of the course. Failing such a resolution, the student may appeal the grade to the department chair. The chair must attempt a resolution acceptable to both the student and the instructor but does not have the authority to change the grade. The department chair may enlist departmental grievance procedures to assist in resolving the grade appeal at the departmental level. The student shall be notified of the departmental decision within 15 business days of the initial appeal. If the student wishes to appeal the departmental decision, the chair shall forward the appeal to the dean of the college within 10 business days for action. If the chair is the instructor, the student appeals directly to the dean.

In cases not involving academic misconduct, the burden of proof for a grade change is on the student. If the dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. The dean has 15 business days from the time of receiving the appeal to decide whether the appeal has sufficient grounds or not and to notify the student of their decision. If the dean concludes that sufficient grounds do exist for an appeal, the dean shall appoint a faculty committee of five members to consider the case. The committee shall have 15 business days from the time of receiving the appeal to reach a decision concerning the appeal. If a majority on the committee decide that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the university registrar to change the grade. The decision of the committee is not subject to further appeal. In appeal cases in which the dean is the instructor, the role of the dean will be assumed by the Provost. In those appeal cases involving courses taught by faculty from more than one college, the Dean of University College will review the appeal and, if necessary, appoint the appeals committee.

In cases of academic misconduct, both the student and instructor must document their allegations and refutations in writing, including any supporting material (e.g., copies of the student's work, copies of other materials used but not referenced in the student's work, etc.) relevant to the case. Such written evidence will be reviewed in accordance with the grade appeal process followed by the college or unit.

In all cases, the appeals process should be completed within 90 calendar days (excluding summers) of the initial appeal. Failure to notify appropriate parties of decisions or actions within the specified period should result in automatically advancing appeals to the next stage of the process. Exceptions for failing to initiate an appeal, to reach a decision, or to take action within the specified period may be made for unusual circumstances such as documented medical emergencies, family emergencies, or acts of nature.

Complete information on the rights and responsibilities of students and faculty relative to grade appeals is available at the [Office of the Ombudsperson](#). If you need assistance in understanding the grade appeals process or in preparing a grade appeal(s), contact the Ombudsperson, Baker University Center 501, 740.593.2627. The office will be able to be of greatest assistance, if you make contact early in the process.