How to appeal a grade

Write a letter to the instructor
Use your computer, print it and deliver it (better than email)
Be polite Be concise
State up front that you would like a grade change
Provide course name, number, quarter and meeting time
Identify yourself with name and PID number

Tips

Be polite at all times. Write a letter not an email. 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 – 1 page, or maybe 2. Don’t use run on sentences. DO use paragraph breaks!
Let them know when you will be following up with a phone call.
Remember to thank people for considering your appeal.

First, try to resolve the disagreement with your instructor informally.
If you can’t …

• You must appeal no later than the next quarter
• The “burden of proof” is on the student

Summarize your reasons
Copy the portion of the syllabus explaining 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 from them

If you are not satisfied with the response

Write a new letter to the department/school chair/director
Explain your request and the instructor’s response
Ask for their assistance in getting the grade changed
They cannot change the grade but may help you resolve the disagreement with the faculty member

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 he/she decides there are, a committee will be appointed to review your appeal
The decision of the committee cannot be appealed

Tips

Explain why

University Ombudsman  www.ohio.edu/ombuds  740-593-2627