

# How to appeal a grade →

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

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

*Explain why ↗*

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*

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.

University Ombudsman [www.ohio.edu/ombuds](http://www.ohio.edu/ombuds) 740-593-2627

