Grade Appeal Letter Template

[Part of Step One of the Formal Grade Appeal]

To the student: If you have decided to pursue a grade appeal, you may use the following template to communicate your appeal in a business letter format. This is not the only acceptable format you can utilize, but it can help you express your concerns and reason(s) for your appeal in a clear manner. Be sure to address the specific circumstances of your situation and your grade. Limit your letter (or statement) to three pages. This letter is required as part of the documents you will submit to the instructor and/or dean for the formal appeal.

If you feel that the matter was not resolved through the discussions with the instructor and dean(steps 2 & 3), this letter will become part of the documents that you present to the grade appeals committee. The chair of the grade appeals committee can assist you in determining what materials or documents you should provide for the committee. If necessary, the chair can help you clarify or articulate your concerns.

Date

Grade Appeal Review Committee

Office of Learning

San Juan College

Farmington, NM 87402

To Whom It May Concern:

The first paragraph should briefly state the purpose of the letter (i.e. to appeal your grade). You should mention the course name, number and section.

The middle paragraphs should present the reason or reasons why the assigned grade was, in your opinion, unjustified or unfair, as outlined by the syllabus for the course and the course work you completed. You should include evidence for supporting your reasons, including references to specific assignments, exams, or other materials that might pertain to and support your case. You should not include unsubstantiated claims or malicious comments about the class, other classmates or the instructor as personal attacks.

In the last paragraph, you should thank the chairperson and / or committee for reviewing your materials and assisting you during the process, and you should indicate whether or not you wish to attend the hearing with the full committee (which is recommended so that you can respond to questions from the committee members).

Sincerely,

Signature

Typed name

Student ID number