



## Grade Revision Letter Guidelines

The grade revision process involves writing a letter to the university administration. *This letter is fundamental to the success of your case!* To ensure that you write a good letter, follow the guidelines below – but keep in mind that these are only guidelines and that the content of each letter will vary depending on your case.

**Once you have drafted your letter,  
send it to the Student Rights Centre to get some feedback.**

### The Essentials

Make sure the following appears at the beginning of your letter:

- Your name
- Your student number
- The date
- The recipient's contact information

**Don't know who you're writing to?  
The Student Rights Centre will direct you to the right recipient  
when your letter is sent for feedback.**

### The Content

Here is how your letter should be constructed:

- Paragraph 1: Reasons for your letter  
The very first sentence should answer the following questions: *Why are you writing and what are you asking for?*  
Make sure to include all pertinent information: course code and title, professor's name, grade obtained, semester session, etc.
- Paragraph 2: Facts  
Explain what happened. *Be clear and write chronologically!*  
Keep in mind that a stranger will read your letter.  
State which supporting documentation you are providing (syllabus, instructions for the evaluation, pertinent email exchanges with the professor, etc.)
- Paragraph 3: Arguments  
*Argue your case!* Why do you deserve to have a better grade?  
Be as specific as you can, preferably point by point, and making sure to address any comments the professor provided about your grade.

### Closing

Make sure the following appears at the end of your letter:

- End with a formality (i.e.: Sincerely)
- Your name must be written at the bottom
- State the number of documents enclosed. Make sure to enclose a copy of the assignment or exam in question.

*See Back for a Letter Example  
(facts are completely fictional)*



Centre des droits étudiants · Student Rights Centre

Tél./Tel: 613 562 5800 x 4752 · droits@feuo.ca · rights@sfuo.ca

Fax: 613 562 5767 · droits.feuo.ca · rights.sfu.ca

UCU 101, 85 Université, Ottawa, ON K1N 8Z4



FÉUO SFUO  
Fédération étudiante  
Student Federation

FCÉE Section 41 | CFS Local 41

## Appeal Letter Example for Grade Revision

Mary Jacobs  
Student # 1234567  
129 Lawrence Street  
Ottawa, Ontario, K1F 1J2  
Mjaco089@uottawa.ca

October 15, 2010

Mr. Adam Peal, Director  
Department of Criminology  
Faculty of Social Sciences

### Re: Request grade revision for Assignment 1 in CRM 3301

Dear Dr. Peal,

**(Reason for Letter)** I am writing this letter to request a grade revision for my assignment 1 which I completed for the course Criminological Theories II (CRM 3301) taught by Professor Bernard Saul during this present semester of Fall 2010.

**(Facts)** In the beginning of the semester after the syllabi were handed out to the class, I immediately began work on my first assignment. While I was writing I wanted to make sure that I was grasping the key concept sufficiently and succinctly, seeing as it is only a 2 page assignment. I immediately contacted Professor Saul and asked for his opinion. He met me in his office and indicated that I my understand was correct and that I was on the right path.

**(Facts)** When receiving my grade I was surprised to find that my assignment was graded much lower than I originally expected. I once again approached Professor Saul asking him to review my mark but he stated that he was not willing to reconsider my grade and that he stood my his comments written on my assignment.

**(Arguments)** To address the comments made my Professor Saul, I would like to bring your attention to the requirements of the assignment. First, there is no mention of a requirement to refer to the textbook within our assignment. In his marking Professor Saul indicated that he deducted marks because I did not make a clear reference to the textbook – I believe that such a requirement should have been expressed for it to be imposed (note that I did not miss a single class and that this was never mentioned in class). Further, my assignment both explains concisely yet with precision the key concept discussed followed by an original analysis of the concept based on my background work with criminalized youth.

In sum, I believe that my assignment warrants a higher grade, a grade that reflects the quality of the work.

**(Closing)** I will be happy to answer any questions you may have for me. Thank you for taking the time to review my request.

Sincerely,

Mary Jacobs (*Sign above*)

Encl:

- Syllabus for the course
- Graded assignment
- Blank copy of assignment