HOW TO APPEAL A GRADE

□ REVIEW FIRST

Before you appeal

□ Read the syllabus
□ Recalculate your grade
□ Compare feedback to the rubric
□□ Look for **errors or inconsistencies**

⏰ACT QUICKLY

Timing matters

□ You have 14 days after a semester begins to appeal a grade from the previous semester

Do not expect immediate email responses - beginnings and ends of semesters are busy

⏳ Late appeals are usually denied and will only be heard if approved by a vice president

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□ GATHER EVIDENCE

Support your point of view

□ Assignment instructions
□ Graded work & rubric
□ Instructor feedback
□□ Written communication from your professor suggesting a different grade or criteria

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□□ CONTACT YOUR PROFESSOR

Start with the source

□ Be respectful & professional (*“I’d like to better understand…”)*
□□ Ask for clarification (Highlight specific issues/inconsistencies briefly and neutrally)
□ Request a review

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□□ REQUEST A MEETING

Focus on facts not feelings

□ Go during office hours or schedule a meeting
□ Explain your concern clearly and calmly
□□ Stick to evidence - be polite and precise

□□ FORMAL APPEAL

If the issue isn't resolved with the professor

□□ Initiate an official grade appeal in writing with the department chair
□ Department chair will mediate the concern within two weeks
□ If no resolution is achieved, chair will forward to dean to form a grade review committee
□ Committee (1 chair, 2 faculty, 2 students) reviews to determine if appeal has merit
□□ If appeal has merit, a hearing is scheduled for student and professor to share evidence

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□□ AVOID THESE MISTAKES

Be prepared and practice to avoid

□ Emotional arguments
□ Comparing grades
□ Appealing without proof

☑ACCEPT THE OUTCOME

Whatever the result

□ Decisions take time
□ Grade may stay the same
□□ Know you advocated for yourself and acted professionally

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Source: https://bulletin.vcu.edu/academic-regs/university/grade-review/