

INTO OSU Grade Appeal

Deadline: Five days after final grade is posted.

INSTRUCTIONS: Use the checklist below to ensure that you complete all steps. This form will not be accepted unless all steps have been completed.

Step 1:

- _____ Speak with your instructor about the reason for the grade.
- _____ Refer to the course description/syllabus to understand how the course is graded.

If you are not satisfied with your instructor's response, you may continue to Step 2.

Step 2:

_____ Complete the form on the next page. **Include as much detail as possible** about the following to answer the three questions:

- attempts you have already made to resolve the issue
- why you think the grade is unfair
- people you have already spoken to

Step 3:

_____ Submit this form to the Welcome Desk.

The Program Manager will investigate your grade, including contacting your instructor and reviewing your scores and exam papers.

The Program Manager will contact you with the result of the appeal and will also inform your instructor of the result. If an appeal results in a grade change, the grade will be changed immediately. The decision of the Program Manager on a grade appeal is final.

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Date: _____

OSU ID: _____

First Name: _____

Last (Family) Name: _____

Phone: _____

ONID Email: _____

Course name and number: _____

Instructor: _____

What specific assignment or test are you appealing? _____

Answer the three questions below **in detail**. You may attach another paper if necessary.

What happened when you spoke to your teacher about the grade?

Why do you think the grade is unfair?

Who else have you spoken to about the grade?

This section to be completed by the Program Manager.

Other people contacted

Action taken

Resolution or outcome

Follow-up needed