

Student Grade Appeal Template for Written Justification

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PART A- INSTRUCTIONS: Please carefully read the UW Tacoma School of Education's grade appeal policy and instructions before submitting any appeal through our online process: <https://www.tacoma.uw.edu/soe/student-grade-appeal-submission> (you may contact your academic advisor with questions).

PART B- TIPS FOR WRITING THE APPEAL JUSTIFICATION:

1. Focus on main point(s) and be succinct.
2. Leave out extraneous and irrelevant information having no direct connection to the scope of the specific grade appeal within the quarter of appealing. For example:
 - a. Current or past grievances against an instructor or other students are usually not appropriate to discuss in a grade appeal.
 - b. Note that due to student privacy laws, we cannot usually provide information regarding secondhand allegations about other students' grades.
 - c. Critiques about the program or faculty should be addressed separately from the grade appeal- these are best handled through the course evaluation system and program feedback opportunities (e.g., cohort check-ins, notifying the faculty program director, surveys).
3. Focus on relevant facts- remove accusatory and emotional language that could come off as unprofessional. Avoid dramatizing the situation.
4. Be specific- provide relevant details and examples.
5. All supporting documents should be clearly labeled as **Appendix 1, Appendix 2, Appendix 3, etc.** and directly connect to the grade appeal. Examples of supporting documents include course syllabus, assignment handouts, Canvas grades, e-mail communication with the instructor, and rubrics/grading sheets. As we will not review appeals that have insufficient justifications or lack sufficient supporting documentation, please carefully review each file you plan on submitting to ensure they are fully viewable, include all pages, all responses, etc.).

PART C- WHAT TO INCLUDE IN THE GRADE APPEAL JUSTIFICATION

The **purple font** below is a template for School of Education students (graduate and undergraduate- and others who are taking courses) to provide explicit guidance on writing a strong grade appeal justification. **Yellow highlights** are examples of how to discuss/reference supporting documents.

Dear (Name of Faculty Director or Appropriate Party- if you don't know, you may address To Whom It May Concern):

Briefly recap the quarter, course #/name, instructor of record, and the final grade that was posted.

Briefly describe how you believe that your final grade was calculated in error, and/or there was evidence of arbitrary and/or capricious grading by the faculty member. Explain what final grade you believe you should've earned.

Briefly recap any communication you had about your final grade with the instructor of record. What was the outcome? Why are you dissatisfied?

Succinctly summarize and synthesize relevant points about how your grade was calculated in an arbitrary and/or capricious manner, or in error. Here, cite any supporting documents to make your case. An example of how to present information and cross-reference evidence:

- *Appendix 1* is a copy of the course syllabus. On p. 3 is a summary of the assignment points and p. 4 is the full grading scale. *Appendix 2* is a copy of the scored rubric for Assignment 1/Influential Educator presentation showing the instructor assigned me 10 points under the "References" criterion and that my total grade for that assignment was 44/50 points (per the rubric).
- However, in Canvas, I received a 34/50 points on this assignment when the calculation should be 44/50 points. When I asked for clarity because the assignment rubric she gave me said I should've received 44/50 points, she responded: "I should probably give you 25/50 points because you didn't wear a suit for your presentation" (see *Appendix 3*- e-mail from instructor dated June 19, 2020). She did not directly answer my question and her response suggested arbitrariness because there were no guidelines for what to wear in the assignment handout, rubric, or syllabus (and for the record, that day, I was wearing dress pants and a sweater).
- My final posted grade for the course was a 2.7/4.0, which I believe I have evidence to be an error. I also believe the instructor's grading criteria were arbitrary, as she offered no explanation for why she did not record my grade properly, beyond the way I dressed for the presentation, which was not a stated criterion.
- If I received the 44/50 points for Assignment 1, my calculations show that I should've received a 3.1/4.0 for my final course grade.
- After final grades were posted, I contacted the instructor on August 10, 2020 to request clarification again, providing a summary of my calculations. The instructor informed me: "Your final grade is correct" without an explanation (see *Appendix 4*).

Thank you for your consideration.

First Name Last Name