

FINAL GRADE APPEAL LETTER OUTLINE Student Advocacy Office, University of Manitoba

Date

Head of the Department (offering the course you are appealing)
Department General Office

Dear _____:

1. I am appealing my final grade in (list course and session in which you took the course).
2. State the grounds and refer to supporting documentation.

Please refer to the following grounds for a grade appeal:

- miscalculation of marks
- mis-grading of paper/exam
- application of an evaluation or grading system which was not included in the course outline
- unfair or inequitable process in determining the final grade
- other...

If applicable, attach a copy of the exam you are appealing, or the course outline as supporting documentation.

3. Explain the problem leading to the appeal.

Explain how your exam was unfairly marked or your final grade unfairly calculated.
Try to be as specific as possible.

4. How will you be disadvantaged by not having the appeal granted?

How much is this (exam) worth in your final grade calculation?

What grade did you have on the rest of the course?

What final grade were you expecting?

Is this a required/pre-requisite course?

5. Summarize your appeal and what you are requesting?

For example, I am appealing my final grade based on I am requesting that my (final exam/paper) be re-evaluated, taking the above information into account.

6. Thank them for consideration of your request. Do you require this decision by a certain date?

Sincerely,

Name

Student Number

Your contact information (Address, Phone Number, Email)

Encl. (list any documents here that you are enclosing with your letter)

c. "Your advocate", Student Advocacy Office