First try to resolve the disagreement with your instructor informally

**Write a Letter**
- Deliver or mail a hard copy letter explaining why you dispute the grade
- State up front that you would like a grade change
- Provide your name, student ID number, the course name, number, semester, and meeting time

**Summarize your Reasons**
- Copy the portion of the syllabus explaining grading policy
- Explain how you and the instructor differ about the grade
- Request that instructor consider changing the grade
- Ask for a written response form

**Write to the Director of the School of Communication**
- Explain your request and the instructor’s response
- Ask for assistance in obtaining a grade changed
- The director will not force a grade change, but may help resolve the disagreement with the faculty member
- If you are still not satisfied with the outcome

**Ask Director to Forward your Appeal to the Dean**
- The Dean will determine whether there are sufficient grounds for the appeal
- The decision of the Dean cannot be appealed

**Tips**
- Write a letter, not an email. Support your appeal with direct facts about the course, policies, dates, etc.
- Be polite at all times and persuade with the truth; be objective and respectful.
- Be concise; one or two pages.
- Let them know when you will follow up.
- Remember to thank people for considering your appeal.
- You must appeal no later than the next semester
- The “burden of proof” is on you, the student

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