

WRITING A GRADE APPEAL PETITION
(Step 3 of the Grade Appeal Procedure)

The NIU Office of the Ombudsperson recommends that the following format be utilized in the development of a letter to appeal a grade at Step 3 of the grade appeal process. This is by no means the only acceptable format, and you should certainly personalize your petition to address your specific circumstances. Be sure to carefully review the definition of "capricious grading" as delineated in the Grade Appeal Procedures (<http://www.niu.edu/ombuds/resources/policies.shtml>).

The staff in the Office of the Ombudsperson is available to go over a draft of your petition with you before it is sent, should you desire us to do so. We will not write the petition for you but can perhaps identify wording in your draft that might be altered to more clearly communicate your intent.

(Date)

Dr. (insert name of dept. chair in which course was offered)
Department of (insert name of department)
Northern Illinois University
DeKalb, IL 60115

Dear Dr. (insert last name),

The first paragraph should briefly state the purpose for the petition, i.e., to appeal your grade to the departmental Grade Review Board. Be sure to include the course name, number, and section, and the semester in which the course was taken.

Next, present the reasons why the grade was assigned in a capricious manner as defined by the grade appeal procedures. It should include evidence for supporting that conclusion, such as reference to enclosed copies of a syllabus, any graded tests and class assignments, or other materials that might pertain to your case.

Your last paragraph should indicate whether or not you wish to ask for a meeting with the Grade Review Board (we recommend that you do, so that you can respond to questions from board members). Lastly, thank the chairperson for his or her assistance.

Sincerely,

(your name)
(your Z-ID number)
(your address)
(your phone number)