

Student Grade Appeal Form

Formal Grade Appeals must be submitted to the instructors and Division Heads with all supporting materials after grades are submitted to the Registrar and before the end of the sixth week after the start of the next regular semester. Please carefully review the School of Science & Engineering Grade Appeal Procedure before submitting this form.

Student Information			
Student Name		UMKC ID #	
Phone Number		UMKC Email	
Course Information			
Course Title		Course Number	
Semester Course Taken	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:		
Instructor Name			
Grade Assigned			
Course Syllabus	<i>Please attach the course syllabus to the appeal form.</i>		
Grade Appeal Information			
<i>Note: The grade appeal procedure is only for the review of allegedly capricious grading and not for the review of the instructor's evaluation of the student's academic performance.</i>			
Justification for Appeal	<input type="checkbox"/> The assignment of the grade was based on something other than course performance.	<input type="checkbox"/> The grade assigned was based on more exacting or demanding standards than were applied to other students in the course.	<input type="checkbox"/> The grade assigned was a substantial departure from the instructor's previously announced standards.
Provide explanation for the claim(s) selected above. You may attach a separate document.			
Requested Remedy:			
Efforts to Resolve			
<i>The above must be filled out by the student and submitted with all the supporting documents to the instructor or course coordinator after course grades are submitted to the Registrar and before the end of the sixth week after the start of the next regular semester.</i>			
Instructor Name		Date Appeal Submitted	
Instructor Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Deny		
Summary of Results/Additional Comments			
<i>After instructor review, a student may request a divisional review. The student submits the returned form with all the supporting documents to the appropriate Division Director before the end of the sixth week of the next regular semester.</i>			
Division Appeal		Date Appeal Submitted	
Division Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Deny		
Summary of Results/Additional Comments			
Dean Appeal		Date Appeal Submitted	
Dean Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Deny		
Summary of Results/Additional Comments			

School of Science & Engineering Grade Appeal Policy

General Consideration

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

Capricious Grading

The grade appeal procedure is available only for review of allegedly *capricious* grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course.
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400- level course.)

The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Appeal Procedure

- If a student wishes to appeal their grade, the student should first discuss the issue fully with the instructor of the course. If the issue is not resolved with informal discussion, the student may appeal the grade to the instructor or the course coordinator by the submission of an SSE Grade Appeal Form. The Grade Appeal must be done after the instructor submits grades to the Registrar and before the end of the sixth week in the succeeding regular academic semester.
- The Division Coordinator (staff) can assist the student in moving the appeal from instructor to division director to dean as needed.
- Upon receipt of the SSE Grade Appeal Form, the instructor or the course coordinator will review the appeal and inform the student (and instructor) of the decision.
- If the matter is not resolved satisfactorily for the student, further review will proceed through the Division Director. If the Division Director is the instructor or course coordinator of the course in question the appeal is submitted to the Associate Division Director. The Division Director will review the appeal (including the results from previous reviews) and render a decision in the matter. The student, course coordinator and the instructor will be notified of the decision.
- If the matter is not resolved satisfactorily for the student, further review will proceed through the Dean of the School of Science & Engineering. The Dean will review the

appeal (including the results from previous reviews) and inform the students, course coordinator (if applicable), Division Director and the instructor of the decision.

- All the appeals within SSE should strive to be resolved at each level of review within 10 business days of the submission of the appeal by the student. If a resolution is unsatisfactory to the student, they may appeal at the next level in the process within SSE.
- If the matter is not resolved satisfactorily for the student within SSE, the student may appeal to the Provost or their designee. The decision of the Provost's Office is final. The UMKC grade appeal policy is available [here](#).