



School of Biological Sciences 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 Biological Sciences Grade Appeal Procedure (updated 2014) before submitting this form [available at: http://sbs.umkc.edu/undergraduate_forms.cfm/gradeappealSBS.pdf].

Student Information			
Student Name		Student ID#	
Mailing Address			
Contact Phone		UMKC E-mail	
Course Information			
Course Title		Course Number	
Semester Course Taken	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Academic Year	_____
Instructor Name			
Grade Assigned			
Course Syllabus	The course syllabus must be submitted with the appeal form.		
Grade Appeal Information			
Note: The grade-appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance.			
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 capricious grading claim(s) selected above (please email all justification materials in a single PDF file):			
Requested Remedy:			
Efforts to Resolve			
<i>The above must be filled out by the student and the form submitted with all 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 supporting documents to the appropriate Division Head before the end of the sixth week of the next regular semester. Sections below completed by respective offices.</i>			
Division Appeal	Date Appeal Submitted		Date of Decision
Department Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Deny (appeal to the Dean must be submitted by student within 10 calendar days)		
Summary of Results/Additional Comments from Department Committee (please enclose relevant documents):			
Dean Appeal	Date Appeal Submitted		Date of Decision
Dean Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Deny (An appeal to the Provost must be submitted within 10 calendar days of the Dean's decision, and will require the completed "Grade Appeal to Provost Form" available at http://www.umkc.edu/provost/)		
Summary of Results/Additional Comments (please enclose relevant documents):			
For assistance, please contact the appropriate Division Head or the School of Biological Sciences Dean's Office at 235-1330.			