

July, 2019

SBC Grade Appeal Policy

General Considerations

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 courses.)
- 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 course coordinator by the submission of an SBC Grade Appeal Form. If there is no course coordinator, the appeal is submitted to the Department Chair through which the course is offered unless this person is a course instructor and/or course coordinator. In those cases, the appeal is submitted to a different Department Chair in SBC, as indicated in the course syllabus. 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.
- Upon receipt of the SBC Grade Appeal Form, the course coordinator will review the appeal and inform the student and the instructor of the decision. (This step will be omitted if there is no course coordinator for the class in question.)
- If the matter is not resolved satisfactorily for the student, further review will proceed through the Department Chair. As described above, if a course instructor and/or course coordinator is the Department Chair through which the course is offered, the appeal is submitted to a different Department Chair in SBC. The Department Chair 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 Biological and Chemical Sciences. The Dean will review the appeal (including the results from previous reviews) and inform the student, course coordinator (if applicable), Department Chair and the instructor of the decision.

- All these appeals within SBC must 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 SBC. If they choose to do so, they must make a further appeal within 10 business days of the unsatisfactory resolution at the previous level.
- If the matter is not resolved satisfactorily for the student within SBC, 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](#). Any appeal to the Provost must be made within 10 consecutive calendar days after notification of the decision of the dean of SBC.