

Grade Appeal Procedure

The grade appeal procedure in the School of Education, Social Work and Psychological Sciences is designed to assure students an orderly process for appeal and review of allegedly capricious assignment of grades and to assure instructors of their responsibility and authority for evaluations of student performance established for each course in which they are enrolled. The School of Education, Social Work and Psychological Sciences grade appeal procedure is available only for review of allegedly capricious grading and not for review of course academic standards or the judgment of instructors in assessing the quality of students' work.

Capricious grading, as that term is used here, consists only of any of the following:

1. The assignment of a grade to particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by imposing more exacting or demanding standards than were applied to other students in the course (Note: this does not preclude instructors from setting more demanding standards for those taking undergraduate level courses for graduate credit);
3. The assignment of a grade by a substantial departure from the instructor's previously announce standards.

In general, students are encouraged to discuss any academic matter informally with their instructor, with department chairperson, or with the academic Dean.

The following procedure should be initiated only when the student believes the course grade was capriciously assigned, and after the results of informal consultation are considered unsatisfactory. This appeal procedure must be initiated within six weeks after the start of the next regular semester or term. Once the appeal process is initiated, every effort should be taken to assure that both the student and faculty member are apprised of the appeal process and that each step is pursued in a timely fashion. This process must be completed within one semester following the term in which the appeal was initiated. Additional time may be required in the event a faculty member is on leave or a non-regular faculty member is involved.

Step 1: Students should discuss a course grade that they consider capricious first with the instructor of the course. If anyone other than that instructor is first approached, the student should be referred to that instructor unless there are compelling reasons to the contrary. In the latter instance, the student should be referred to the chairperson of that department. If a grade appeal is made against a department chairperson, then the senior member of the department would assume the role of chairperson for the purpose of the appeal.

Step 2: If the matter cannot be resolved by consultation with the faculty member in a reasonable length of time (no longer than 45 days), the student should confer with the appropriate department chairperson and present in writing all applicable facts and allegations. The chairperson must notify the faculty member in writing of the complaint and provide the faculty member with a copy of the student's written statement. The faculty member will provide the chairperson with a written explanation of the disputed grade. During these procedures, an individual department and/or programs may have specific procedures to review cases which will help inform chair's decision. The review may include discussion among faculty from the department or other offices on campus that may inform the chair's decision. The chairperson will review the case and render a written decision to both the student and faculty member.

Step 3: If either the student or faculty member is dissatisfied with the chairperson's decision, one or both can make a written appeal to the Dean. The Dean (or his/her designee) will render a decision will be communicated to the student, chairperson, and the faculty member involved.

Step 4: If the matter is not resolved with in the School of Education, Social Work and Psychological Sciences, the campus procedure ([UMKC Procedure for the Appeal of Grades](#)) will apply and the student may appeal to the Provost or his/her designated representative. The appeal must be made within ten (10) calendar days after the notification of the decision of the Dean.