

GRADE APPEAL POLICY – SCHOOL OF MEDICINE COURSES

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. According to University policy which the School of Medicine follows, students may appeal a grade that the instructor has assigned. This 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. Capricious grading, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. 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 and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Step 1	A student who charges that they were graded <i>capriciously</i> must <u>initiate</u> the grade appeal process by notifying the School of Medicine Associate Dean for Academic Affairs in writing of their intent to do so within fourteen (14) consecutive calendar days after the final grade is first assigned in Blackboard, Pathway, or OASIS. This <u>dated</u> correspondence must clarify how their grade was assigned capriciously (as defined in 1-3 above), and it must identify the grade they believe they should receive.
Step 2	The student should first discuss the course grade fully with the instructor of the course. This must be done within fourteen (14) consecutive calendar days after the final grade is first assigned in Blackboard, Pathway or OASIS, and the student must communicate the meeting particulars to the Associate Dean for Academic Affairs. If the matter is resolved to the satisfaction of the student at the instructor level, the recommendation to accept the grade appeal is presented to <u>Coordinating Committee</u> for review and recommendation to the Dean.
Step 3	If the matter cannot be resolved by consultation with the instructor, the student should appeal, in person or in writing, to the department chair within seven (7) consecutive calendar days after notification of the decision of the instructor. The student must communicate the meeting particulars or send a copy of the written appeal to the Associate Dean for Academic Affairs. If the matter is resolved to the satisfaction of the student, the department chair's recommendation to accept the grade appeal is presented to <u>Coordinating Committee</u> for review and recommendation to the Dean.
Step 4	If the matter is not resolved at the department level or if the course is multidisciplinary, the student may appeal, in person or in writing, to the Associate Dean for Academic Affairs within seven (7) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student's meeting with or written appeal to the Associate Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Associate Dean. The student may have additional input at this level by submitting written correspondence expressing his/her views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Associate Dean will be forwarded to the Coordinating Committee for a decision which is forwarded to the Dean of the School of Medicine for official determination. If the matter is not resolved at this level, the student may choose to appeal the ruling of the Coordinating Committee in writing to the Dean. The student has a maximum of seven (7) consecutive calendar days following the meeting of the Coordinating Committee to present the written appeal to the Dean. The student forfeits the right to such appeal if he/she fails to provide timely written appeal to the Dean. The decision of the Dean will be communicated to the student, the instructor, and/or the department chair.
Step 5	If the matter is not resolved within the School of Medicine, the student may appeal to the Provost or his/her designated representative. This appeal must be made within seven (7) consecutive calendar days after notification of the decision of the Dean. The student must send to the Dean and associate dean of Student Affairs a copy of the appeal to the Provost.
Step 6	The Provost or his/her designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an ad-hoc academic appeals committee to review the record and provide advice on the matter. The decision of the Provost, or his/her designated representative, is final and will be communicated to the student, the instructor, the department chair and the dean of the School of Medicine.

Note: Procedure for appeal of grades in the UMKC General Catalog is located at:

<https://catalog.umkc.edu/undergraduate-academic-regulations-information/grading-options-auditing-courses/grade-appeals/>