

## **Procedure for Grade Appeals for Pre-doctoral and Pre-baccalaureate Students**

*(Rev. 2002; June 2012; April 2017; August 2021; January 2023)*

Pre-doctoral and pre-baccalaureate dental hygiene 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.

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. Where the allegedly capricious grade results in a dismissal, the student should appeal the grade as a part of the appeal of the dismissal.

Capricious grading, as that term is used here, consists only of 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 by 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.
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards as stated in the course syllabus.

**STEP 1:** The student should first discuss the course grade fully with the instructor of the course. This must be done within seven (7) calendar days after the beginning of the student's succeeding regular academic term (semester).

**STEP 2:** If the matter cannot be resolved by consultation with the instructor, a student wishing to continue to a formal grade appeal should utilize this procedure:

- a. The student should request a hearing in writing to the Associate Dean for Academic Affairs within seven (7) calendar days following denial by the instructor by completing the Student [Grade Appeal form](#).
- b. The student must complete each section of the *Student Grade Appeal form*, providing, 1) the reasons for the appeal, 2) the definition how the grade meets the standard of capricious grading as outlined above, and 3) available relevant information.
- c. Failure to provide a completed Grade Appeal form may result in the delay and / or cancelation of the Academic Standards Grade Appeal meeting, until such time all required information and document is provided and the committee is provided adequate time to prepare for the hearing.

- d. The Associate Dean for Academic Affairs will call a meeting of the Academic Standards Committee within ten (10) calendar days following receipt of a fully completed Grade Appeal form request. The Associate Dean for Academic Affairs will obtain a written statement from the instructor giving the instructor's version of the case. The student, the instructor and others who may be able to provide relevant information will be invited to appear at the meeting.
- e. The Academic Standards Committee will review all available documentation relating to the case as well as hearing and reviewing information presented by all parties before arriving at a recommendation "To Change or Not Change" the grade.
- f. Following the meeting, the Associate Dean for Academic Affairs will notify the student and the instructor of the Committee's recommendation, in writing, within ten (10) calendar days. The students will be notified of the subsequent steps in a grade appeal as outlined in Step 3 through Step 5.

STEP 3: Upon receipt of the Academic Standards Committee recommendation, an appeal may be made to the Dean by the student, in writing, within seven (7) calendar days. The Dean will interview both the student and the instructor and review the full record of the case and appeal documents as the basis for the decision. The Dean's decision will be communicated to the student, the instructor, and the Associate Dean for Academic Affairs within ten (10) calendar days of receipt of the appeal.

STEP 4: If the matter is not resolved within the School, the student may appeal to the Provost  
(<https://www.umkc.edu/provost/downloads/StudentGradeAppealtoProvost.pdf>). This appeal must be made within 10 consecutive calendar days after notification of the decision of the dean.

STEP 5: The Provost or 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 is final and will be communicated to the student, the instructor, the department, and the dean of the school.

# Student Grade Appeal to the Academic Dean Form



## 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	Year
Instructor Name				
Grade Assigned				
Course Syllabus	The course syllabus must be submitted with the appeal form to kazm@umkc.edu			

## 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 grade assigned was not based on my performance in the course.	<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 as stated in the course syllabus
--------------------------	--	--	---

Provide explanation for capricious grading claim(s) selected above:

--

Requested Remedy:

--

## Efforts to Resolve

Students must appeal the final grade to the instructor prior to submitting an appeal to the Academic Dean

Instructor Name		Date of Appeal	
Instructor's Decision	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Date of Decision

Summary of Results/Additional Comments:

--

## Appeal to the Academic Dean

After appeal to the course instructor, my grade appeal has not been resolved to my satisfaction.

I hereby request an official review of my grade appeal by the Academic Dean and the Academic Standards Committee. I understand that the full record of the case and my statement and appeal documents will be reviewed in accordance with the UMKC Grade Appeal Procedures.

Accept

I hereby certify that the information provided in this appeal is a complete and accurate representation of the facts in this matter

Accept

**X**

Student's Signature

Completed form should be submitted with a written statement and the course syllabus via e-mail to kazm@umkc.edu.

If you require assistance, please contact Meri Janssen-Bond at 816-235-2010 or janssen-bondm@umkc.edu.