

Student Grade Appeals (*March 2012*)
Henry W. Bloch School of Management

The Henry W. Bloch School follows the University of Missouri-Kansas City procedures for the appeal of a grade. This is the only student-initiated grievance handled within the School. Student grievances relating to other matters such as discrimination, unfair treatment, and sexual harassment will be handled through the University Student Grievance procedures. The process is to be initiated in the Office of the Vice Chancellor for Student Affairs.

Grade Appeal Procedure

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.

Under the University of Missouri Curator's Policy, 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, consists only of 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 by resort 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.)
- the assignment of a grade by a substantial departure from the instructor's previously announced standards.

STEP 1: The student should first fully discuss the grade with the instructor of the course within six weeks after the beginning of the succeeding regular academic semester. If the matter is not resolved by consultation with the instructor, the student may proceed with Step 2.

STEP 2: The student must address a written petition to the School's Grade Appeal Committee within two calendar weeks following the discussion with the instructor. The petition should be in letter form and will include: the course number, title, instructor, grade received in the course, and the date Step 1 was completed. The petition must specify the grade that the student claims should have been awarded, coupled with the factual basis of the appeal. In addition, the student must indicate if he or she desires to testify at the Grade Appeals Committee hearing.

The Grade Appeals Committee will establish a date for a hearing, to be held within **four weeks** after receipt of the petition, or within four weeks after the start of the next regular semester, whichever is later. The Committee will notify the instructor of the appeal and notifies both parties of the hearing date. The instructor may respond by written memorandum or testify at the hearing, or both. All communications by the Governance Chair to the student and the instructor will be by UMKC email.

The hearing will be informal, without the presence of any legal counsel and without any formal record, such as a transcript or audio recording. The Committee will notify the student, the instructor and the Dean of its decision in writing within ten business days of the hearing.

STEP 3: If the student is not satisfied with the decision of the Grade Appeals Committee, an appeal may be made to the Dean of the Bloch School. The appeal must be made in writing and submitted within five

consecutive calendar days after notification of the committee's decision. The decision of the Dean will be communicated to the student, instructor and chairperson of the Grade Appeals Committee.

STEP 4: If the matter is not resolved to the student's satisfaction within the School, the student may appeal to the Chancellor or his/her designated representative. This appeal must be made within five consecutive calendar days after notification of the Dean's decision.

STEP 5: The Chancellor or his/her designated representative shall review the full record of the case and appeal documents. At this level, the Chancellor may appoint an ad hoc academic appeals committee by and with the consent of the Senate Executive Committee to review the record and provide advice on the matter. The decision of the Chancellor, or his/her designated representative, will be communicated to the student, the instructor, the department, and the Dean of the School or College. Step 5 is the last step in the grade appeals process.

The Bloch School Grade Appeals Committee is composed of two students selected by the Bloch School Student Association as needed; two faculty appointed by the Governance Committee, as needed, and the Associate Dean or other faculty member appointed by the Dean to chair the grade appeal hearing.