

UMKC Conservatory Procedures for Grade Appeals – Rev. Spring 2023

In general, the grade appeal process should begin with the student and instructor. Students are encouraged to discuss any academic concerns with the instructor first; additional discussions may follow with the Area Coordinator, Division Chair, and/or the appropriate academic associate dean. If anyone other than that instructor is first approached, the student will be referred to the instructor unless there are compelling reasons to the contrary. In the latter instance, the student should be referred to the chairperson of that division. If a grade appeal is made against a division chair, then another member of the division would assume the role of division chair for the purpose of the appeal.

The grade appeal procedure is designed to ensure students and instructors an orderly process for appeal and review of alleged capricious assignment of grades. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled.

Capricious grading, as that term is applied 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;
- the assignment of a grade is a substantial departure from the instructor's previously announced standards as stated in the course syllabus and any addenda.

The following procedure should be initiated only when the student believes the course grade was capriciously assigned, and after informal conversations with the instructor have not provided an agreed upon resolution.

If the student chooses to pursue an official appeal after informal discussions with the instructor, Conservatory students should use the [UMKC Grade Appeal Form](#) to initiate the process. ***This appeal procedure must be initiated within six weeks after the start of the next regular semester term.***

Step 1: Please complete the UMKC Grade Appeal Form accurately and completely. The form and [UMKC policy](#) have been provided here and also can be found online at the Provost's website. Your Conservatory Advisors also have these forms. Please note that the syllabus must be included with the appeal, as well as any other materials that are germane to the appeal. In the field where you are asked to provide an "explanation for capricious grading claim(s) selected above" (within the section titled **Grade Appeal Information**), feel free to type your narrative on a separate piece of paper, which can be included with the rest of the appeal materials.

Step 2. Submit the completed form and all accompanying materials to the course instructor. The instructor will review the materials, render a decision, and complete the appropriate sections of the Appeal within ten (10) calendar days of receipt. If approved, the instructor will inform the student in

writing of the decision and will submit the form and materials to the appropriate associate dean; if denied the instructor should return the appeal form *and* accompanying materials to the student.

Step 3. If the appeal is denied by the instructor, the student then may submit the appeal to the appropriate Division Chair. Again, please ensure the Division Chair has the form and all accompanying materials, including any additional response you may want to provide based on the Instructor's comments in his/her denial of the appeal.

- Within five (5) calendar days of receipt of the appeal, the Division Chair must notify the faculty member, in writing, that the student has chosen to move forward with the grade appeal.
- The Division Chair will review the case and render a written decision to both the student and instructor within ten (10) calendar days of the original receipt.

Step 4. If either the student or instructor is dissatisfied with the division chair's decision, one or both can make a written appeal to the appropriate academic associate dean within ten (10) calendar days of receiving the chairperson's written decision.

- The Associate Dean will review the appeal, previous decisions, and accompanying materials. The Associate Dean also may request additional information.
- The Dean will render a decision within ten (10) calendar days upon receiving the decision and materials from the Division Chair, and will notify both the student and Division Chair of the decision in writing.

Step 5. If the student believes the matter has not been satisfactorily resolved within the Conservatory, the campus procedure (UMKC Procedure for Appeal of grades) will apply, and the student may appeal to the Provost or his/her designated representative.

- If the student chooses to appeal to the Provost's Office, the appeal must be made within ten (10) calendar days after receipt of the Conservatory Associate Dean's decision.
- It is the student's responsible to forward *all materials* to the Provost's office when submitting the appeal.

[UMKC Grade Appeal Form](#)

[UMKC Grade Appeal Policy Provost's Library](#)

[Office of the Provost Grade Appeal](#)