

**POLICY REGARDING APPEAL OF DISPUTED GRADES**  
**UMKC SCHOOL OF PHARMACY**

(Modified 6/02)

PROCEDURE FOR APPEAL OF DISPUTED GRADES

The School of Pharmacy affirms the principle that students are responsible for meeting the standards for academic performance established for each course. Further, the instructor responsible for the course is totally responsible for setting the criteria of grades, evaluation of student performance, and assignment of grades.

On occasion, students may wish to appeal for change of grades received. It is reasonable that guidelines for appeal of disputed grades be established for the potential benefit of all who may be involved. It is the general intent of these procedures that such disputes be accommodated or resolved at the earliest stages of appeal, thus involving minimal time, effort, and stress.

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:

- (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 resorting 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.

Appeal Step 1a is to be used when the appeal involves didactic courses.

Appeal Step 1a. The student should first discuss any disputed grade with the instructor responsible for the courses and assignment of grades. This must be done within six weeks after the beginning of the succeeding regular academic semester.

Appeal Step 1b is to be used when the appeal involves experiential learning rotations.

Appeal Step 1b. The student should first discuss any disputed grade with the instructor responsible of the assignment of an experiential rotation grade. In the case of a grade being assigned by an adjunct faculty preceptor, the Director of Experiential Rotations will serve as arbitrator on behalf of the adjunct member. This must be done within six weeks after the beginning of the succeeding regular academic semester.

Appeal Step 2.

If the matter cannot be resolved by consultation with the instructor, the student shall describe the disputed grade matter in a **written petition of grade appeal**. This should be given to the Division Chair within 14 days following the meeting with the instructor. An airing of the petition with the appropriate Division Chair and the student's faculty advisor\* shall provide the student an opportunity to present the matter in dispute and to assist all parties to comprehend the issue germane to the situation and especially the details found in the petition. After hearing the student, the Division Chair and faculty advisor will meet with the instructor, discuss the petition, and seek accommodation or resolution of the matter. The outcome of this discussion shall be reported to the student within seven (7) working days.

Appeal Step 3.

In the event the grade appeal is not resolved to the satisfaction of the student in Step 2, the student should request **in writing** that the Division Chair refer the matter, with all pertinent records, to the Dean, School of Pharmacy, within seven (7) working days following the Chair's notification to the student. The Dean shall refer the entire matter to the School of Pharmacy Executive Committee (only those members holding academic appointments will vote on these matters) within 14 days after receipt of all pertinent records from the Division Chair.

The Executive Committee will:

1. Review all documents and hear the report of the Associate Dean.
2. Hear the student.
3. Hear the instructor.
4. Find and consider other pertinent data as indicated.
5. By formal motion and vote, arrive at a recommendation to the Dean for action to either sustain the grade as assigned or to alter the grade in favor of the student. (NOTE - In this deliberation, the Dean, as Chair, may enter into the deliberation but will not vote on the recommendation, except as necessary to break a tie.)
6. The outcome of this hearing will be reported to the student within seven (7) working days.

Appeal Step 4.

In the event that the student is not satisfied with the outcome of Step 3, the student may appeal to the Chancellor within ten (10) consecutive calendar days after notification of the decision by the Dean. This appeal beyond the School of Pharmacy must follow established campus procedures.

**\*In the case that the student's faculty advisor is a division chair or the assistant/associate dean, the student has the option to choose another faculty advisor to assist him/her through the appeal process. This option is being made available in order to allow due process to occur.**