

## **Student Grade Appeals**

### **Henry W. Bloch School of Management**

The Henry W. Bloch School follows the University of Missouri-Kansas City procedures for the appeal of a course 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 [Office of Equity and Title IX](#).

#### **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 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, 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;

(Note: Additional 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 as stated in the course syllabus.

**STEP 1:** The student should first fully discuss the grade with the instructor of the course as soon as possible after the end of the 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 no later than the end of the sixth week of the next regular semester 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 including pertinent documentation. In addition, the student must indicate if they desire to testify at the Grade Appeals Committee hearing. The petition should be emailed or delivered to the Office of the Dean, which will transmit it to the members of the Committee.

Within two weeks after receipt of the petition and all supporting documentation, the Grade Appeals Committee chairperson will establish a date for a hearing. The Committee chairperson will notify the instructor of the appeal and notify all parties of the hearing date. The instructor may respond by written memorandum within one week of notice of a hearing date or testify at the hearing, or both.

The hearing will be informal, without the presence of any legal counsel. The Committee will make a decision by majority vote within five days of the hearing and the Committee chairperson will notify the student, the instructor, and the Dean of the Committee's decision.

**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 ten 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 provost](#). This appeal must be made within ten consecutive calendar days after notification of the Dean's decision.

**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 by and with the consent of the Senate Executive 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 or College.

The Bloch School Grade Appeals Committee is drawn from a pool of three students (one to serve as an alternate) selected by the Bloch School Student Association; three faculty members (one to serve as an alternate) appointed by the Faculty Leadership Committee at its first fall meeting; and an Associate Dean to serve as the chairperson. Alternates would be used when pool members need to be recused, are involved in a different capacity, or are otherwise unavailable to serve on the Committee for the grade appeal under consideration. If the Committee chairperson is unavailable to serve for a grade appeal for any of these reasons, the Dean will appoint a replacement to serve for that appeal only. All members of the Bloch School Grade Appeals Committee are expected to keep details of grade appeal petitions and hearings confidential.

As of April 11, 2025