

Please carefully review the [SHSS Grade Appeal Procedure](#) prior to completing this form and submitting it to the department chair with all supporting materials within six (6) weeks after the start of the next regular semester. The grade appeal procedure is available only for the review of alleged capricious grading (defined below).

Before completing this appeal form, please contact the instructor of the relevant course to try to resolve grading. If a satisfactory conclusion is not reached with the faculty member, please reach out to department chair before proceeding.

Student Information:

Name: _____ Student ID: _____
Last, Preferred First (pronouns) 8-digit number

Phone: _____ UMKC Email: _____

Course Information:

Course Subject/Number: _____ Course Title: _____
SUBJ # (Example: POL-SCI 210)

Instructor: _____ Semester Taken: _____ Grade Assigned: _____
Example: Spring 2023

Efforts to Resolve:

What contacts have been made to resolve previous to completing this appeal? Include details in statement/relevant documentation.

- I have contacted instructor. Date(s) of Contact: _____
- Optional: I have contacted my advisor. Date(s) of Contact: _____
- Optional: I have contacted the department chair, previously. Date(s) of Contact: _____

Grade Appeal Information:

Due within the first six weeks of next regular semester to appropriate Department Chair.

Justification for Appeal:

- The assignment of the grade was based on something other than course performance.
- The grade assigned was based on more exacting or demanding standards than were applied to other students in the course.
- The grade assigned was a substantial departure from the instructor's previously announced standards.

Please attach statement describing efforts to resolve with instructor and department chair and explaining justification selection along with relevant documentation. Syllabus required (highlight relevant information, if applicable). Other documentation might include email correspondence, grading rubrics, graded assignments, etc.

- I have enclosed all materials I wish to be considered as part of my grade appeal.
- I understand that additional materials cannot be added after submission, unless requested by relevant review committee.
- I certify that all materials provided are complete and accurate to the best of my knowledge.

Student Signature: _____ Date: _____

Advisor Signature (Optional): _____ Date: _____