

Overview – refer to policy documents for complete details.  
Grade appeal procedure for School of Medicine Graduate Courses

1 Preparatory step, student should:

- Review UMKC and School of Medicine procedures  
[http://med.umkc.edu/docs/gradCouncil/SOM\\_grad\\_course\\_grade\\_appeal\\_procedure.pdf](http://med.umkc.edu/docs/gradCouncil/SOM_grad_course_grade_appeal_procedure.pdf)
- Apply definition of capricious grading
- Notify School of Medicine Assistant Dean for Graduate Studies in writing of intent appeal grade

2 First Step:

- Discuss course grade with instructor within 6 weeks of succeeding regular academic semester
- If resolved, instructor's recommendation to accept grade appeal is presented to SOM Graduate Council & Dean

3 Next Step:

- If unresolved (within 14 days of instructor's decision, or instructor does not respond within 14 days, student may appeal to department or program chair
- If resolved, department or program chair recommendation to accept grade appeal is presented to SOM Graduate Council & Dean.

4 Next Step:

- If unresolved at department or program level (or if multidisciplinary course) student may appeal to School of Medicine Dean via the Assistant Dean for Graduate Studies and possible ad-hoc committee. Student may submit additional correspondence or supporting documentation. .
- If resolved, recommendation to accept grade appeal presented to SOM Graduate Council & Dean.

5 Next Step:

- If unresolved within School of Medicine, student may appeal to the Provost or his/her designated representative.
- Student is referred to the UMKC Grade appeal procedure which can be found at:  
[http://www.umkc.edu/helpline/grade\\_appeals.asp](http://www.umkc.edu/helpline/grade_appeals.asp)

Notes:

Grade appeal steps must occur in order.

Resolution of the grade appeal may include:

- 1 student agrees to accept original grade
- 2 instructor or representative at subsequent levels determine it is appropriate to accept the student's grade appeal