

**Grade Appeal Process**  
**Department of Biology**  
**Missouri Western State University**

**MWSU Student Handbook:**

*Students are responsible for meeting the standards for 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 delegated by this University.*

*The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as the term is used here, consists only of 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 by resorting to more exacting or demanding standards than were applied to other students in the course;*
- *the assignment of a grade by a substantial departure from the instructor's previously announced standards.*

**Department of Biology Grade Appeal Process**

**Step 1:** The student must discuss the grade in question with the instructor no later than 30 calendar days into the succeeding regular academic semester, beginning with the first day of classes. If, after discussion and explanation, the issue is not resolved the student should move to Step 2 in the appeal process.

**Step 2:** Appeal the grade in writing to the department chairperson using the following process. This appeal must be made within 40 calendar days into the succeeding regular academic semester beginning with the first day of classes. Additionally, the student is required to complete Step 1 prior to filing the appeal.

- Complete and submit the Biology Department Student Grade Appeal Form.
- Submit any relevant documents to be considered in the appeal. Note that these documents will move forward to the Academic Regulations, Standards and Honesty Committee if an additional appeal is filed following the Department Decision. Relevant documents may include but are not limited to:
  - o Assignments
  - o Graded work
- The chairperson may request relevant documents from the course instructor including, but not limited to:
  - o Course syllabus/syllabi
  - o Relevant assignments
  - o Graded work of the appellant (if not provided by the appellant)
  - o Samples of graded work of other students in the same course as the appellant
  - o Assignment rubrics

- The chairperson will then discuss the grade with the instructor.
- The chairperson will then notify the student in writing of the outcome of the department's decision with 30 calendar days of receipt of the written appeal. If the matter is not resolved to the student's satisfaction at the department level then...

Step 3 (from Student Handbook): *If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations and Standards Committee in accordance with its rules and regulations. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental/school decision. The student must submit his/her written appeal to the department chairperson/school dean and request that the appeal and any relevant documents regarding the case be sent to the chairperson of the Academic Regulations and Standards Committee. Examples of relevant documents include, but are not limited to: 1) course syllabi, 2) course assignments, 3) the graded work of the appellant, and 4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the committee chairperson within ten (10) calendar days of the student's request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/school dean.*

*Upon review of the evidence, the committee may request any additional information that it deems necessary from the appellant and the course instructor. The committee chairperson will forward the request for additional information to the appellant and to the department chairperson/school dean. The appellant and the department chairperson/school dean must provide the additional material to the committee chairperson within five (5) calendar days of the committee's request. Furthermore, the committee may wish to interview any of the parties involved in the appeal. If so, the committee chairperson will notify the parties to schedule the interview. The course instructor and the appellant are expected to comply with all requests for additional information and interviews.*

*The committee chairperson will notify the student of the committee's decision in writing within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's university e-mail address.*

*The committee chairperson will also notify the course instructor, the department chairperson/school dean, the relevant academic dean, the Provost, and the Registrar of the committee's decision. This notification will be transmitted to these individuals by campus e-mail.*

*If the committee determines that the student's grade ought to be changed, the committee chairperson must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcript within ten (10) calendar days after receipt of the form from the committee chairperson.*

**MISSOURI WESTERN STATE UNIVERSITY DEPARTMENT OF BIOLOGY  
STUDENT GRADE APPEAL FORM**

STUDENT NAME: \_\_\_\_\_  
COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_  
SECTION NUMBER: \_\_\_\_\_ SEMESTER ENROLLED: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_  
GRADE RECEIVED: \_\_\_\_\_  
I HAVE MET WITH THE INSTRUCTOR TO DISCUSS THIS GRADE Y\_\_\_\_ N\_\_\_\_  
DATE OF MEETING WITH INSTRUCTOR: \_\_\_\_\_  
REASON(S) FOR APPEAL (Include any relevant documents to support your appeal. Attach additional pages as needed):

*I hereby certify that the above statements are true and correct to the best of my knowledge and understanding.*

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

To be completed by the department chairperson:

DATE OF FIRST DAY OF CLASSES: \_\_\_\_\_ GRADE CHANGED: YES \_\_\_\_\_ NO \_\_\_\_\_  
EXPLANATION OF CHAIRPERSON DECISION (Attach additional pages as needed.)

SIGNATURE OF CHAIRPERSON: \_\_\_\_\_ DATE: \_\_\_\_\_