

Chemistry Department Grade Appeal Policy

A student may initiate a grade appeal of a final course grade *only if the student believes that there has been an improper application of the grading procedure announced for the course by the instructor* ([University Senate Rules and Regulations Article 2, Section 2.4.5](#) and [Article 6, Section 6.4.4](#)). They may not appeal grades on individual course assignments. A student filing a grade appeal must have already made a good faith effort to settle the dispute through documented communication with the course instructor.

APPLICATION PROCESS

- *Consult with the Instructor.* A student wishing to appeal a final course grade must first consult with the course instructor by written communication.

The discussion should make sure there has been no error in calculating or recording the grade, and the student should request clarification about the reason for assigning the grade.

- *Submit a Grade Appeal Form.* If the instructor does not reply to initial contact within 7 calendar days, or if consultation with the instructor does not resolve the issue, the student will submit a written grade appeal to the Chemistry Department.
 - **Undergraduate courses:** Grade appeals must be submitted to the Chemistry Department Undergraduate Affairs Administrator (Lindsey Roe, lindseyp@ku.edu) and will be considered by the Undergraduate Affairs Committee.
 - **Graduate courses:** Grade appeals must be submitted to the Chemistry Department Graduate Program Coordinator (Ross Perryman, rossp@ku.edu) and will be considered by the Graduate Affairs Committee.

Time Constraints: The grade appeal must be submitted to the Chemistry Department within 6 months of the date the grade was assigned.

Requirements:

The appeal will consist of a completed [Grade Appeal Form](#) and all relevant documentation combined into a single PDF file. The appeal shall contain a statement of the facts underlying the grade appeal, including:

A: Regular lecture and laboratory courses:

- A copy of the course syllabus.
- The specific provision(s) of the announced grading procedures alleged to have been improperly applied.
- A written statement from the student.
- Copies of relevant graded work.
- A summary of steps taken to resolve the grade dispute with the instructor.
- Copies of any other documents relevant to the appeal.

B: Individualized instruction and research courses:

- A written statement from the student.
- Copies of relevant graded work.
- A summary of steps taken to resolve the grade dispute with the instructor.
- Copies of any other documents relevant to the appeal.
 - For graduate research courses, provide evidence of research output and productivity including, but not limited to, written reports to their mentor and RAC committee feedback.
 - For undergraduate research courses, provide a copy of the applicable Undergraduate Research Agreement.
- Standing will hold if all the following requirements are met:
 - a. No grade appeal or grievance involving substantially the same underlying occurrence or events (such as academic misconduct charges ([USRR Article 2, Section 7](#))) has already been, or is being, adjudicated by proper University procedure.
 - i. Pursuant to [USRR 6.8.4.2](#), the chair may contact other hearing bodies within the University to determine whether a grade appeal or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
 - b. The grade appeal has been filed within six months of the posting of the final course grade.
 - c. The grade appeal properly specifies which grading procedures are alleged to have been improperly applied.
 - d. The student's grade in the course was adversely affected by the alleged violation of grading procedures.
- If the appeal does not meet these requirements, the Committee chair shall inform the student of the denial of the appeal and the option to pursue an appeal with the Judicial Board.
- If the appeal does meet these requirements, the relevant Chemistry Department Committee will consider the grade appeal after members have had sufficient opportunity for review. The Committee may subsequently seek additional information from the student and/or the instructor before rendering its decision, which will occur no later than 8 weeks after the appeal has been received.

Chemistry Department Grade Appeal Form

Date _____

Student name _____

Student KU ID# _____

Course # and title _____

Instructor's name _____

Semester/year _____

Course grade assigned _____

☐ Copy of syllabus attached, if available

☐ Written statement from student (below or attached)

☐ Summary statement of steps taken to communicate with instructor (below or attached)

☐ Copies of available graded work for the course and/or a list of grades received on assignments attached

1. Statement explaining why you believe there was an improper application of the grading procedure announced for the course by the instructor.

2. Summary of steps taken to resolve the grade dispute.