


<p>Name of Policy: Appeal of a final grade</p> <p>Policy Number: 3364- 81-04-013-04</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate Dean for Clinical Undergraduate Medical Education</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 08/20/07</p>				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

Students may dispute a final grade only when they feel that there has not been an equitable application of the department or course's policies and procedures for student evaluation and grading. Students may not dispute a final grade to 1) appeal grading policies, or 2) appeal a grade because of dissatisfaction with an assigned grade, examinations, etc., when course policies have been applied equitably to all students.

(B) Purpose of policy

(C) Procedure

Preclinical Curriculum

Procedure for Appealing a Final Grade

The steps for appealing a final grade are as follows:

- 1) The student should discuss the concern about the grade with the block director responsible for assigning the grade. If the issue is not resolved by this mechanism, then the student must appeal the final grade in writing to the block director (or designee) with a written explanation of the reasons for the appeal. A copy of the letter of appeal must be submitted to the associate dean for student affairs.
- 2) After reviewing the letter, the block director (or designee) may a) make a decision or b) involve other faculty in the matter and/or meet with the student again to discuss/clarify issues or questions. The block director must notify the student in writing (with a copy to the associate dean for student affairs) of the decision, with appropriate justification and documentation, in as expedient a fashion as possible.

- 3) If the student wishes to appeal the block director's decision, then they must contact the associate dean for student affairs to discuss the matter. After discussion with the associate dean for student affairs (or designee), the student may appeal in writing to the associate dean for undergraduate medical education, years 1 and 2 (with a copy to the associate dean for student affairs.) The associate dean for student affairs will then provide the associate dean for undergraduate medical education, years 1 & 2 a copy of the portfolio of the appeal proceedings and communications.
- 4) The associate dean for undergraduate medical education, years 1 and 2 will appoint an ad hoc hearing committee to review the case. The composition of the hearing committee will include, but not be limited to, the associate dean of undergraduate medical education, years 3 and 4, another block director, and a student.

5) Conduct of the hearing:

The hearing committee will ensure that the student is provided no less than 10 days in advance of the following: the hearing date; the composition of the hearing committee; the information and evidence that will be brought before the hearing committee, and; the procedures that will be followed by the hearing committee. The student is permitted to have a faculty member or fellow student attend the hearing as his/her advisor, but legal counsel will not be permitted. The student and the medical university will be permitted to make a statement and present any information pertinent to the matter before the hearing committee and to answer any questions posed by any member of the hearing committee. Upon completion of the hearing, the committee will, by majority vote, agree to findings and recommendations with regard to the issue before the committee.

- 6) The hearing committee will submit their recommendation to the associate dean for undergraduate medical education, years 1 & 2, with the basis of the recommendation and a summary of the proceedings of the hearing.
- 7) The associate dean for undergraduate medical education, years 1 & 2 will review all information, and may interview the student and other parties at her/his discretion. The decision of the associate dean for undergraduate medical education, years 1 & 2 will be communicated to the student in writing no later than 5 days from the conclusion of the hearing committee.

Appeal

The student may appeal to the dean of the college of medicine in writing a review relating to the decision of the associate dean for undergraduate medical education, years 1 & 2.

- a. A written request for appeal must be received within fifteen (15) days following the issuance of the written decision, or any further right to appeal is waived.

- b. The dean of the college of medicine may review all of the evidence presented in the hearing (including minutes and any available transcripts and exhibits), the applicable process matters raised by the student (if any), the specific concerns concerning the grade at issue in considering the grounds for appeal raised by the student.
- c. After completing such review, the dean of the college of medicine may ask for a meeting with the student called for that purpose.
- d. Upon completion of the review of the appeal, the dean of the college of medicine may choose to uphold, reverse, or return the findings and decisions to the Hearing committee or associate dean for undergraduate medical education, years 1 & 2 for reconsideration of some or all of their findings or decisions.
- e. The decision of the dean of the college of medicine will be final.
- f. The student will be immediately advised in writing of the findings on appeal.

Clinical Clerkships

Procedure for Appealing a Grade

The steps for appealing a final grade are as follows:

- 1) The student should discuss the concern about the grade with the clerkship director responsible for assigning the grade. If the issue is not resolved by this mechanism, then the student must appeal the final grade in writing to the clerkship director with a written explanation of the reasons for the appeal. A copy of the letter of appeal must be submitted to the associate dean for student affairs.
- 2) After reviewing the letter, the clerkship director (or designee) may: a) make a decision or b) involve other faculty in the matter or meet with the student again to discuss/clarify issues or questions. The clerkship director must notify the student in writing (with a copy to the associate dean for student affairs) of the decision, with appropriate justification and documentation, in as expedient a fashion as possible.
- 3) If the student wishes to appeal the clerkship director's decision, then they must contact the associate dean for student affairs to discuss the matter. Should the student wish to continue the appeal, a letter of appeal must be sent to the department chairman (or the administrative head of the clerkship or his/her designee) detailing the issues in the appeal and the reason the student disagrees with the clerkship director's decision. A copy of the letter must be sent to the associate dean for student affairs.
- 4) The chairman will review the information. If the chairman reverses the clerkship director's decision in favor of the student, a hearing with the student is not required. If the chairman wishes to uphold the clerkship director's decision, then a hearing with the student is required with the associate dean for student affairs present.

- 5) The Chairman will notify the student in writing of his/her final decision with appropriate justification and documentation. Copies must be sent to the associate dean for student affairs.
- 6) After discussion with the associate dean for student affairs, the student may appeal the chairman's decision in writing to the associate dean for undergraduate medical education, years 3 & 4 (with a copy to the associate dean for student affairs.) The associate dean for student affairs will then provide the associate dean for undergraduate medical education, years 3 & 4 a copy of the portfolio of the appeal proceedings and communications.
- 7) The associate dean for undergraduate medical education, years 3 & 4 will appoint an ad hoc hearing committee to review the case. The composition of the hearing committee will include, but not be limited to, the associate dean for undergraduate medical education, years 1 & 2, another chairman, clerkship director, and a student.
- 8) Conduct of the hearing:

The hearing committee will ensure that the student is provided no less than 10 days in advance the following: the hearing date; the composition of the hearing committee; the information and evidence that will be brought before the hearing committee, and; the procedures that will be followed by the hearing committee. If the matter before the committee could result in a recommendation of dismissal from MUOT, then the notice will inform the student of that possibility. The student is permitted to have a faculty member or fellow student attend the hearing as his/her advisor, but legal counsel will not be permitted. The student and the medical university will be permitted to make a statement and present any information pertinent to the matter before the hearing committee and to answer any questions posed by any member of the hearing committee. Upon completion of the hearing, the committee will, by majority vote, agree to findings and recommendations with regard to the issue before the committee.

- 9) The hearing committee will submit their findings and recommendations to the associate dean for undergraduate medical education, years 3 & 4 with the basis of the recommendation and a summary of the proceedings of the hearing.
- 10) The associate dean for undergraduate medical education, years 3 & 4 will review all information, and may interview the student and other parties at her/his discretion. The decision of the associate dean for undergraduate medical education, years 3 & 4 will be communicated to the student in writing no later than 5 days from the conclusion of the hearing committee.

Appeal

The student may appeal to the dean of the college of medicine in writing a review relating to the decision of the committee and the associate dean for undergraduate medical education, years 3 & 4.

- a. A written request for appeal must be received within fifteen (15) days following the issuance of the written decision, or any further right to appeal is waived.
- b. The dean of the college of medicine may review all of the evidence presented in the hearing (including minutes and any available transcripts and exhibits), the applicable process matters raised by the student (if any), the specific concerns concerning the grade at issue in considering the grounds for appeal raised by the accused student.
- c. After completing such review, the dean of the college of medicine may ask for a meeting with the student called for that purpose.
- d. Upon completion of the review of the appeal, the dean of the college of medicine may choose to uphold, reverse, or return the findings and decisions to the hearing committee or associate dean for undergraduate clinical medical education for reconsideration of some or all of their findings or decisions.
- e. The decision of the dean of the college of medicine will be final.

The Student will be immediately advised in writing of the findings on appeal.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name</p> <p>Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None Initial effective date: 10/28/97 Review/Revision Date:</p> <ul style="list-style-type: none"> • 10/28/97 • 09/09/97 • 09/23/97 • 10/28/97 • 08/14/00 • 08/17/01 • 07/16/03 • 09/17/04 • 11/18/05 • 08/20/07 <p>Next review date: 8/20/10 (three years from most recent revision/review date)</p>
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