**Name of Policy:** Appeal of a Final Grade  
**Policy Number:** 3364-81-04-013-04  
**Approving Officer:** Dean, College of Medicine & Life Sciences  
**Responsible Agent:** Vice Dean for Undergraduate Medical Education  
**Scope:** M.D. Program, College of Medicine and Life Sciences

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<th>New policy proposal</th>
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(A) Policy statement

Students in the MD Program of the College of Medicine and Life Sciences (“COM”) of The University of Toledo (“Student(s)”) may dispute a final grade only when there has been an inequitable application of the department or course policies and procedures related to student evaluation of coursework. Students may not appeal a final grade if the policies and procedures for student evaluation and grading have been followed.

(B) Purpose of policy

The purpose of this final grade appeal policy is to provide students with an appeal process for when a department or course has failed to equitably apply the department or course policies and procedures for student evaluation and grading.

(C) Procedure

The student must begin the process of grade appeal within **30 calendar days** of the posting of the final grade in the course or clerkship.

The steps for appealing a final grade for either Pre-Clinical curriculum or clinical clerkships are as follows:

1) **Initial Written Appeal to the Course Director for a Pre-Clinical grade or Clerkship Director for a clerkship grade**

   a) The student will write a letter of appeal, explaining in writing the alleged inequitable application of the Student’s grade per applicable policy and procedure with the clerkship or course director responsible for assigning the grade. The clerkship or course director may communicate with the involved faculty to discuss the evaluation and resolve the issue. Students are prohibited from direct communication with the evaluator.
b) A copy of the letter of appeal must be submitted to the Vice Dean for Medical Education. The course director or clerkship director must notify the student in writing of a decision with regard to the issue with appropriate justification and documentation within ten (10) days. A copy of the decision must also be sent to the appropriate Assistant or Associate Dean for Foundational Sciences and Vice Dean.

2) Further Appeal and Hearing

If, after receiving a decision from the course or clerkship director, the student wishes to appeal the course or clerkship director's decision, the student must contact the Vice Dean for Medical Education to discuss the matter within ten (10) days of the decision. After discussion with the Vice Dean for Medical Education (or designee), the student must then set forth the reason for the appeal in writing. The Assistant or Associate Dean for Preclinical Medical Education will be responsible for the appeal of students with regard to a pre-clinical grade and the Associate or Vice Dean for Medical Education will be responsible for the appeal of a student for a clerkship grade. Based on the review of relevant facts the responsible dean will decide whether there has been an inequitable application of the department or course policies and procedures related to student evaluation of coursework.

3) Final Appeal

The student may appeal the decision of the responsible associate dean in writing to the Dean of the College of Medicine and Life Sciences, as follows:

a) The written request for appeal must be received within thirty (30) days following the issuance to the student of the written decision of the Associate Dean. Failure by the student to submit this written request within this time frame is a waiver of any further right to appeal.

b) The Dean may review all of the evidence presented at the hearing (including any available minutes, transcripts and exhibits), the applicable process matters raised by the Student (if any), and the specific concerns concerning the grade at issue in considering the grounds for appeal that was raised by the student.

c) After completing such review, the Dean may ask for a meeting with the student. Upon completion of the review of the appeal, the Dean of the College of Medicine and Life Sciences may choose to uphold, reverse, or form an ad hoc committee to review the findings.

The ad hoc committee will be composed of a minimum of three non-course or clerkship faculty. The committee will conduct its review as follows:

d) The responsible assistant or associate dean will ensure that the student is provided, no less than three (3) days in advance of the hearing, the following information: the hearing date; the composition of the hearing committee; the information that will be
brought before the hearing committee and any procedures that will be followed by the hearing committee.

e) The student is permitted to have a faculty member or fellow medical student attend the hearing as his/her advisor, but legal counsel will not be permitted.

f) Both the student and the College of Medicine and Life Sciences 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.

g) Upon completion of the hearing, the committee will, by majority vote, agree to findings and recommendations with regard to the issue before the committee.

h) The hearing committee will submit their findings and recommendations to the dean, including the basis for the recommendation and a summary of the proceedings of the hearing within ten (10 days) from the date of the hearing.

i) The dean will review all information, and may interview the student and other parties at her/his discretion. The dean for will render a decision, which will be communicated, to the student and the course or clerkship director in writing no later than twenty one (21) days from the conclusion of the hearing, unless circumstances warrant additional time.

j) The decision of the Dean of the College of Medicine and Life Sciences will be final.

k) The student, vice dean, assistant or associate deans and course or clerkship directors will be advised in writing immediately of the Dean’s findings on appeal.
Approved by:

Christopher Cooper, M.D.

Name

Executive VP for Clinical Affairs and Dean, College of Medicine & Life Sciences

Title

Date

Next review date: 05/25/20 (three years from most recent revision/review date)

Review/Revision Completed by:
Clinical Curriculum Committee
Executive Curriculum Committee

Policies Superseded by This Policy: None

Initial effective date: 10/28/97

Review/Revision Date:

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