


Name of Policy: <u>College of Medicine and Life Sciences: Appeal of Thread or Clerkship Final Grade</u>		 Revision date: June 17, 2020 Original effective date: 10/28/97	
Policy Number: 3364-81-04-013-04			
Approving Officer: Dean, College of Medicine & Life Sciences			
Responsible Agent: Senior Associate Dean for Undergraduate Medical Education			
Scope: M.D. Program, College of Medicine and Life Sciences			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

This policy defines a procedure for students to dispute a final thread/clerkship grade (including examination performance, clinical competency evaluation, OSCE performance (clinical skills exam) and/or narrative assessments) that they feel is unfairly or inaccurately assigned to them. All information contained within final thread/ clerkship evaluations will be used when compiling the MSPE (Medical Student Performance Evaluation) without exception.

(B) Purpose of policy

The purpose of this policy is to provide an appeal process and timeline for students disputing a thread or clerkship final grade (as defined above).

(C) Procedure

The student must begin the process of grade appeal within 14 calendar days of the posting of the thread or clerkship final grade.

- (1) Appeal: A student who disagrees with a final thread/clerkship grade (as defined above) may appeal the grade by submitting, in writing, their concerns and arguments, to the thread/clerkship director/coordinator and copied to the appropriate Associate Dean (Foundational Sciences or Clinical Education). The written appeal must be received within **fourteen calendar (14)** days of the posting of the grade. The burden of proof is on the student and should be outlined in the written appeal. The director/coordinator will bring the student's concerns to those individuals involved in an effort to resolve any differences of opinion. After notification of the final grade or narrative assessment, a student may not contact any faculty member or resident (other than the thread/clerkship director)

who contributed to their grades or narrative assessments to discuss their grade.

Such contact is considered unprofessional behavior and could subject students who violate this provision to a formal review of their professional performance and/or generation of a professionalism behavior report.

- (a) The thread/clerkship director/coordinator must notify the student in writing of a decision regarding the stated issue, including appropriate justification and documentation within ten (10) business days of the receipt of the written dispute. A copy of the decision must also be copied to the appropriate Associate Dean (Foundational Sciences or Clinical Education) and the Senior Associate Dean for Undergraduate Medical Education.

(2) Further Appeal

- (a) If, after receiving a decision from the thread/clerkship director, the student wishes to appeal the thread/clerkship director's decision, the student must submit, in writing, an appeal to the appropriate Associate Dean* (Foundational Sciences or Clinical Education) within 10 business days of the thread/clerkship directors' response.
- (b) If after the above decision is rendered, the student can submit a written appeal within 5 business days to the Senior Associate Dean for Undergraduate Medical Education who will provide a decision within 7 business days of receipt of the appeal.

* If the Associate Dean is also a course director, the appeal will go directly to the Senior Associate Dean for Undergraduate Medical Education.

(3) Final Appeal

The student may appeal the decision of the Dean of Undergraduate Medical Education by submitting a written appeal to the Dean of the College of Medicine and Life Sciences as follows:

- (a) The written request for appeal must be received within five (5) business days following the issuance to the student of the written decision of the Senior Associate Dean for Undergraduate Medical Education. 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 will 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 Senior Associate Dean for Undergraduate Medical Education will ensure that the student is notified no less than three (3) business days in advance of the hearing.
- (e) The student is permitted to have a faculty member 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) business 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 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) business 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.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D., Executive VP for Clinical Affairs and Dean, College of Medicine & Life Sciences</p> <p><u>June 17, 2020</u> Date</p> <p><i>Review/Revision Completed by: Clinical Curriculum Committee Executive Curriculum Committee, SLT</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 10/28/97</p> <p>Review/Revision Date:</p> <table> <tr> <td>10/28/97</td> <td>07/16/03</td> </tr> <tr> <td>09/09/97</td> <td>09/17/04</td> </tr> <tr> <td>09/23/97</td> <td>11/18/05</td> </tr> <tr> <td>10/28/97</td> <td>08/20/07</td> </tr> <tr> <td>08/14/00</td> <td>04/06/11</td> </tr> <tr> <td>08/17/01</td> <td>04/22/14</td> </tr> <tr> <td></td> <td>05/25/17</td> </tr> <tr> <td></td> <td>06/17/20</td> </tr> </table> <p>Next review date: 06/19/23 (three years from most recent revision/review date)</p>	10/28/97	07/16/03	09/09/97	09/17/04	09/23/97	11/18/05	10/28/97	08/20/07	08/14/00	04/06/11	08/17/01	04/22/14		05/25/17		06/17/20
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