


Name of Policy: <u>College of Medicine and Life Sciences: Appeal of Course or Clerkship Final Grade</u>		 Revision date: May 1, 2024 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 describes the process for student appeal of an assigned grade in a required curricular element.

(B) Purpose

The purpose of this policy is to describe the process for student appeal of an assigned grade in a required curricular element. This policy also ensures compliance with the Liaison Committee on Medical Education (LCME) accreditation standards.

(C) Procedure

(1) Grounds for Appeal.

- (a) A student may only appeal for a change in grade if one of the following conditions apply related to the initial grade assignment:
 - (i) Clerical, mathematical, or technical error; or
 - (ii) Discrimination, personal bias, or malice.
- (b) A final grade can be overturned only in the specific circumstances as outlined in this policy.

(2) Information Reviewed. All information contained within final course/ clerkship evaluations will be used when compiling the MSPE (Medical Student Performance Evaluation) without exception.

(3) Appeal.

- (a) **Timing.** Students must submit an appeal within 7 calendar days of the final grade posting.
- (b) **Form.** Student must use the [Grade Appeal Submission](#) form to submit the appeal. The form must outline the student's grounds for appeal and be supported by evidence to support their position. The Grade Appeal Submission must be submitted to the Director of Undergraduate Medical Education for distribution to the appropriate course director and the appropriate Associate Dean (Foundational Sciences or Clinical Undergraduate Medical Education).
- (c) **Decision.** The system/clerkship/course director/coordinator should notify the student in writing of a decision regarding the stated issue, including appropriate justification and documentation within ten (10) business days of receipt of the Grade Appeal Submission form. A copy of the decision must also be sent to the appropriate Associate Dean (Foundational Sciences or Clinical Undergraduate Medical Education) and the Senior Associate Dean for Undergraduate Medical Education.

(4) Final Appeal. The student has the right of final appeal to the appropriate Associate Dean¹ (Foundational Sciences or Clinical Undergraduate Medical Education).

- (a) **Timing.** The student must submit a request for a final appeal, in writing, with a copy to the system/clerkship/course director, to the Associate Dean² (Foundational Sciences or Clinical Undergraduate Medical Education) within 5 business days of the system/clerkship/course director's response.
- (b) **Final Decision.** The Associate Dean will have seven (7) business days to investigate the appeal and provide a decision. At that time, the result of the Associate Dean's deliberations will be provided in an official communication (via email) to the student that includes the system/clerkship/course director(s). The decision of the respective Associate Dean will be considered final and cannot be subject to an additional appeal.

(5) Prohibited Communication. After a student receives notification of the final grade or narrative assessment, they 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.

¹ If the Associate Dean is also a course director, the appeal will be directed to an alternative curriculum dean in the Department of Medical Education.

² Id.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Christopher Cooper, M.D., Dean, College of Medicine & Life Sciences</p> <p>May 1, 2024</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Clinical Curriculum Committee Executive Curriculum Committee</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 10/28/97</p> <p>Review/Revision Date: 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 04/06/11 04/22/14 05/25/17 06/17/20 05/01/24</p> <p>Next review date: 05/01/2027 (three years from most recent revision/review date)</p>
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