


Name of Policy: <u>College of Medicine and Life Sciences: Graduate Student Grade Grievance</u>		 Effective date: January 10, 2020 Original effective date: April 13, 2016	
Policy Number: 3364-81-10			
Approving Officer: Dean, College of Medicine & Life Sciences			
Responsible Agent: Associate Dean, College of Medicine & Life Sciences			
Scope: All University of Toledo Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

COM&LS Graduate 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. The graduate student grievance policy covers appeals in which a graduate student disputes (grieves) a particular grade. Appeals dealing with academic dishonesty, including, but not limited to, cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the procedures outlined in the Graduate Academic Dishonesty Appeal Policy (3364-77-01).

Students may dispute a final grade when the student believes that course policies have not been applied equitably to all students.

(B) Purpose of policy

The purpose of this policy is to provide graduate students with a procedure to follow to grieve a grade after appeals to the Program Course Director have been exhausted. This policy grants the graduate student the right to appeal to the Associate Dean of COM&LS Graduate Programs for further consideration of the student’s appeal.

(C) 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 course director responsible for assigning the grade. The academic grade appeal must be initiated within the semester following receipt of the contested grade. If the issue is not resolved by this mechanism, then the student must appeal the final grade in writing to the program director or track director within the semester following receipt of the

contested grade, with a written explanation of the reasons for the appeal. A copy of the letter of appeal must be submitted at the same time to the associate dean for COM&LS graduate programs.

- (2) After reviewing the letter, the program or track director may a) discuss with the course director and make a mutually agreed decision or b) and/or meet with the student again to discuss/clarify issues or questions. The program or track director must notify the student in writing (with a copy to the associate dean for COM&LS graduate programs) of the decision, with appropriate documentation, within 10 working days (not counting holidays or school breaks) of the receipt of the letter of appeal from the student. The letter should state that if the student wishes to appeal this decision that the student must make an appointment with the associate dean of COM&LS graduate programs.
- (3) If the student makes an appointment with the associate dean of the College of Medicine & Life Sciences graduate program to appeal previous decisions, it is the student's responsibility to include a statement of the specific grounds for appeal and all previous correspondence and decisions forwarded to the associate dean prior to this meeting. Within 10 working days (not counting holidays or school breaks) of this meeting, the associate dean will form a final decision by the College of Medicine & Life Sciences, and will convey this decision to the student, program director, and course director of the students graduate program.
- (4) If the student wishes to appeal the program or track director's decision, then s/he must follow the Graduate student academic grievance policy # 3364-77-02 for appealing to the Dean of the College of Graduate Studies.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D., Executive Vice President for Clinical Affairs and Dean, College of Medicine and Life Sciences</p> <p><u>January 13, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>COMLS Associate Deans, Associate Dean, Graduate Programs, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • None <p>Initial effective date: 03/10/2016</p> <p>Review/Revision Date: January 10, 2020</p> <p>Next review date: January 10, 2023</p>
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