Name of Policy: College of Medicine and Life Sciences: Graduate Student Grade Grievance **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	**Effective date:** 4/23/24 **Original effective date**: 4/13/16

☐	New policy proposal	☒	Minor/technical revision of existing policy
☐	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy statement

COMLS 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 COMLS 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. The student must follow the specified procedure in the program's student handbook.

(2) After reviewing the letter, the program or track director may a) discuss with the course director and make a mutually agreed decision, b) and/or meet with the student again to discuss/clarify issues or questions, and c) follow the specified procedure in the program's student handbook. The program or track director must notify the student in writing (with a copy to the associate dean for COMLS 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 then the student must contact the associate dean of COMLS graduate programs and this policy should also be given to the student.

(3) If the student wishes to appeal this decision to the associate dean of COMLS graduate programs, it is the student's responsibility to include a statement of the specific grounds for appeal and all previous correspondence and decisions should also be forwarded to the associate dean prior to this meeting. The associate dean of COMLS or designee will notify the course director and/or program/track director to request the submission to the associate dean all documents, including written communications, pertaining to the appeal along with copies of relevant course and department procedural manuals/handbooks.

(4) The associate dean of COMLS has ten (10) working days to refer the appeal to the COMLS Graduate Grievance Committee (COMLS-GGC). The COMLS-GGC must hold an initial meeting to consider the appeal no later than thirty (30) working days (Mondays through Fridays, not counting University holidays and breaks) after the date of referral.

(5) The student shall be given a minimum of seven (7) working days advance notice of the date, time, and place of the meeting with the COMLS-GGC. The student will present the appeal and shall have the burden of establishing that the academic decision is incorrect. The COMLS-GGC will then ask the student for any clarification required to make a final decision.

(6) Within fifteen (15) working days of the final meeting, the associate dean of COMLS graduate programs shall formally communicate the committee's decision to all relevant parties (complainant and respondent) and the Dean of COMLS. A copy of the UT graduate student academic grievance policy 3364-77-02 will also be included if the student wishes to appeal further to the College of Graduate Studies.

Approved by: **/s/** Imran Ali, M.D. Dean, College of Medicine and Life Sciences X/XX/26 Date *Review/Revision Completed by: COMLS Associate Dean, Graduate Programs*	Policies Superseded by This Policy: None Initial effective date: 03/10/2016 Review/Revision Date: X/XX/26 **Next review date:** X/XX/29 (three years from most recent revision/review date)