

POLICY TITLE: <i>Grade Appeal Process</i>	APPROVAL DATE: <i>June 7, 2018</i> <i>Revised April 1, 2021</i> <i>Revised August 4, 2022</i> <i>Revised May 2, 2024</i>
RESPONSIBLE DEPARTMENT: <i>Dean's Office</i>	APPLIES TO: <i>All Students</i>

**POLICY STATEMENT**

Should a student have cause to request a review of a final grade of Failure for any course that appears on the transcript, the formal grade appeals procedure may be undertaken once final grades are issued. These procedures also apply to failures in remediated courses. In order to discuss a clerkships grade (pass, high pass, or honors) the informal grade appeal process is utilized.

- A. Informal Grade Appeal Process (applies to discussions of pass, high pass or honors grades – not failures). An informal grade appeal must be submitted within 5 business days following the notification of the grade.
  - 1. A student who wishes to request a re-evaluation of any questions or items on an examination shall use the format established by the course, or the Office of Medical Education, for the formal review of test items. It is at the sole discretion of the course director as to whether to accept the request to review the test item in question and to make any changes to the test score. Students have until 24 hours after the formal review of test items to request a re-evaluation of specific test items by the course director.
  - 2. A student who questions whether the correct preceptor(s) have completed an evaluation may petition the course director in writing for a review of the evaluation assignment. The course director is then expected to do a review, and it is at the sole discretion of the course director as to how the review is done, the timing of the review, and if any grade changes are indicated.
  - 3. A student who has concerns about the language of any comments on a clerkship evaluation may petition the course director in writing for a review of the comments. The course director is then expected to do a review and it is at the sole discretion of the course director as to how the review is done, the timing of the review, and if any changes to the comments are indicated.
  - 4. The informal grade appeal process is not allowed for preceptor evaluations. A student's clinical performance in the core clerkships is reviewed by the respective grading review committee, and it is the sole discretion of the grading review committee as to how the review is done, the timing of the review, and if any concerns are identified in the preceptor evaluation requiring follow-up with preceptors.
- B. Formal Grade Appeal Process (for grades of failure in any course, either taken for the first time or for remediation)
  - 1. All formal requests for changes in final grades will first be submitted in writing to the course director with a copy to the Senior Associate Dean for Educational Affairs. The written request must be submitted within 5 business days following the notification of the grade. The official notification of the grade is deemed to have occurred when it is posted on MedOneStop. The Office of Medical Education will keep a record as to the timing of the posting of final grades in the system. It is the student's responsibility to check this system in a timely manner once a course has ended. Students appealing grades may continue in the curriculum while the appeal process is

undertaken.

2. Should the course director determine that there is a reason to change a course grade in the student's favor which is consistent with the grading policy of the course, the course director will send the revision to the Registrar, post the correct grade on the course management system, and inform the student and the Senior Associate Dean for Educational Affairs of the change in the grade. Should the course director determine that there is no reason for a change in the grade, the course director will report this decision in writing to the student and to the Senior Associate Dean for Educational Affairs. This decision must be made within 10 business days of the student's request.
  
3. If the course director's decision is not favorable to the student, the student may appeal that decision to the Senior Associate Dean for Educational Affairs. The student must initiate this appeal in writing within 5 business days of receiving the course director's decision. The sole ground to appeal a grade is that the grade is capricious or biased. This written appeal must state the grounds for the appeal, stating the particular basis why the student believes that the grade is capricious or biased. The Senior Associate Dean for Educational Affairs will determine whether the appeal lacks the merit to warrant a review in which case the decision of the course director will stand, or will rule that the appeal has the necessary merit for review. If such a review is warranted, the Senior Associate Dean for Educational Affairs will appoint an ad hoc review panel consisting of three members from the standing Academic Appeal Board. The ad hoc panel will meet separately with the student and the course director and examine the basis of the appeal. The ad hoc panel will report to the Senior Associate Dean for Educational Affairs within 3 business days of the hearing whether they find the grade is capricious or biased. The Senior Associate Dean for Educational Affairs may accept or reject the recommendation of the ad hoc appeal panel. The decision of the Senior Associate Dean for Educational Affairs is the final decision for course grade appeals. This decision will be conveyed to the student, the course director and the Registrar who will record any appropriate changes.