

## **Policy on Course Grade Appeals**

### **I. POLICY**

1. A student wishing to appeal a final grade or remediation requirement must contact the course director(s) in writing (email is sufficient) within four weeks of the posting of the final course grade. The correspondence must indicate the intent to appeal and the reason for the appeal. The student must also request a meeting with the course director to discuss the reasons for their appeal. The student must send this letter to the student's advisory dean and to the Associate Dean for Student Affairs.
2. A grade appeal may be made on the basis of irregularities in adherence to the course grading policy, accuracy of data, inclusion of all evaluative components, and fair application of policy to all students, without bias.
3. The student may provide information that was not previously available to the course director(s) or course grading committee for their consideration. This can include information about possible evaluations that the student believes were not taken into account at the time the grade was determined. This information must be provided with the initial documentation of intent to appeal.
4. The first appeal is reviewed by the course director or course grading committee that made the initial grade determination. The appeal decision is provided to the student in writing by the course director within four weeks.
5. If after review of the appeal decision made by the course director or course grading committee, the student wishes to further appeal the grade decision and/or remediation requirement, the student must notify the Associate Dean for Student Affairs in writing within four weeks of the initial appeal decision. The correspondence must indicate the intent to appeal and the reason for the appeal. The Associate Dean for Student Affairs then notifies the course director and the student's Advisory Dean of the student's request for a second appeal. The Associate Dean for Student Affairs will provide the course director and the student's Advisory Dean with a copy of the second appeal letter.
6. For the second appeal, the Associate Dean for Student Affairs will appoint an Ad Hoc Grading Review Committee consisting of three faculty members who were not part of the initial grade determination. Individuals who were involved with the course where the grade is being appealed and members of the Committee on Student Promotions may not be appointed onto an Ad Hoc Grading Review Committee.

The Ad Hoc Grading Review Committee will be given the student's written appeal. The course director will provide the Ad Hoc Grading Review Committee with a written justification for the assigned grade/required remediation. To avoid conflicts of interest, the course director (of the course that is being discussed) will not be present at nor participate in the discussion. The Ad Hoc Grading Review Committee will provide their decision to the student and course director in writing within six weeks of the second appeal request. The decision of the Ad Hoc Grading Review Committee is final.

7. Students must not approach faculty, residents, fellows, or other teaching personnel (other than the course director) to ask them directly to revise their evaluation or grade. Students who do so will not have their appeal considered by the course director.

8. In this policy, the term "course" refers to all UPSOM curriculum offerings that lead to grades or evaluations, including clerkships, electives, acting internships, and the longitudinal research project.

## **II. PURPOSE**

Medical students may dispute a course final grade that they feel was awarded unfairly. A student's grade should be based on the objective assessment of their academic performance and their compliance with the MD Degree program's policies on professional behavior. A student's grade or evaluation should not be arbitrary, capricious, or discriminatory (i.e., unfairly based on race, gender, religion, personal animus, or any other factors).

## **III. SCOPE**

This policy applies to:

- Medical students
- Associate Dean for Student Affairs
- Advisory Deans
- Course Directors
- Faculty

## **IV. POLICY AUTHOR(S)**

- Office of Student Affairs

## **V. RELATED POLICIES AND PROCEDURES**

- Procedure on Course Grade Appeals

## **VI. REFERENCES**

- LCME Standard 9.9: Single Standard for Promotion, Graduation and Appeal Process: A medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.
  
- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination: The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

## **VII. APPROVALS**

Education Policy Council, December 17, 2018

Dean, School of Medicine, December 18, 2018