


<b>Name of Policy:</b> <a href="#">College of Medicine and Life Sciences: Appeal of Course Thread or Clerkship Final Grade</a>		 <b>Revision date:</b> <del>June 17, 2020</del> <u>March 27, 2024</u> <b>Original effective date:</b> 10/28/97	
<b>Policy Number:</b> 3364- 81-04-013-04			
<b>Approving Officer:</b> Dean, College of Medicine & Life Sciences			
<b>Responsible Agent:</b> Senior Associate Dean for Undergraduate Medical Education			
<b>Scope:</b> 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. Grades will be changed only if, according to the process described here, one of the following conditions apply related to the initial grade assignment:~~

~~Clerical, mathematical, or technical error~~

~~Discrimination, personal bias/bias, or malice~~

~~The following conditions do not qualify as grounds for a grade appeal:~~

~~Dispute over specific exam questions (??)~~

~~OTHER circumstances that we want to ?~~

~~A final grade can be overturned only in the specific circumstances as outlined in this policy.~~

~~defines a procedure for students to dispute a final thread/clerkship grade (including examination performance, clinical competency evaluation, OSCE performance (clinical skills exam) and/or narrative assessments) that they feel is unfairly or inaccurately assigned to them based on perceived bias or clerical error. All information contained within final~~

~~course thread/ clerkship evaluations will be used when compiling the MSPE (Medical Student Performance Evaluation) without exception.~~

**(B) Purpose ~~of policy~~**

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 Element 9.9 of the Liaison Committee on Medical Education (LCME) accreditation standards.~~provide an appeal process and timeline for students disputing a thread or clerkship final grade (as defined above).~~

**(C) Procedure**

~~The student must begin the process of grade appeal within 14 calendar days of the posting of the thread or clerkship final grade.~~

**(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. of the final grade, the student must submit an the Grade Appeal Submission form outlining ~~A student who disagrees with a final thread/clerkship grade based on perceived bias or clerical or calculation error (as defined above) may appeal the grade by submitting, in writing, outlining their concerns and arguments in writing; The Grade Appeal Submission must be submitted this form will be directed to the Director of~~

~~Undergraduate Medical Education for distribution who will distribute it to the appropriate course ~~system~~ director ~~(pre clerkship) or thread/clerkship/ course director/coordinator~~ and copied to the appropriate Associate Dean (Foundational Sciences or Clinical Undergraduate Medical Education).~~

**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.~~

~~The written appeal must be received within fourteen seven (7) calendar (14) days of the posting of the grade. The burden of proof rests with is on the student and should be outlined in the written appeal according to one or both of the circumstances both circumstances as listed above under "Policy Statement".~~

~~(1) The director/coordinator will bring the student's concerns to those individuals involved in an effort to resolve any differences of opinion. After notification of the final grade or narrative assessment, a student 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.~~

~~(2)~~

~~(3) 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 professional behavior report.~~

~~(a)(c)~~

~~(a) The thread ~~system~~/clerkship director/coordinator should ~~must~~ notify the student in writing of a decision regarding the stated issue, including appropriate justification and documentation within ten ~~(10)~~ (10/105) business days of the receipt of the written dispute. A copy of the decision must also be copied sent to the appropriate Associate Dean ~~(Foundational Sciences or Clinical Undergraduate Medical Education) and the Senior Associate Dean for Undergraduate Medical Education.~~~~

~~(4) Further Appeal-Final Appeal. The student has the right of final appeal to the~~

appropriate Associate Dean<sup>1</sup> (Foundational Sciences or Clinical Undergraduate Medical Education).

~~(b) — **Timing.** The student has the right of further appeal to the appropriate Associate Dean\* (Foundational Sciences or Clinical Education). If, after receiving a decision from the thread/clerkship director, the student wishes to appeal the thread/clerkship director's decision, the student must submit a request for a final appeal, in writing, with a copy to the system/~~thread/clerkship/course~~ director, an appeal to the appropriate Associate Dean<sup>2\*</sup> (Foundational Sciences or Clinical Undergraduate Medical Education) within ~~510~~ business days of the ~~system~~thread/clerkship/~~course~~ director's<sup>2</sup> response.~~

(a) \_\_\_\_\_

~~(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 ~~must~~ will be provided in an official communication (via email) to the student and, ~~that~~ that includes the ~~system~~thread/clerkship-~~course~~ director(s).~~

(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.

\* 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 \_\_\_\_\_ n.

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<sup>1</sup> 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.

<sup>2</sup> Id.

~~The student has the right of further appeal to the Senior Associate Dean for Undergraduate Medical Education.~~

- ~~• If after the above decision is rendered, tThe student can must submit, in writing, with copy to the systemthread/clerkship/course director, and appropriate Associate Dean an written appeal within 5 business days to the Senior Associate Dean for Undergraduate Medical Education within 5 business days of the appropriate Associate Dean's response. The Senior Associate Dean for Undergraduate Medical Education will have seven (7) business days to investigate the appeal and provide a decision. At that time, the result of the Senior Associate Dean's deliberations must be provided in an official communication (via email) to the student, the systemthread/clerkship/ course director(s), and the appropriate Associate Dean who will provide a decision within 7- business days of receipt of the appeal.~~

~~\* If the Associate Dean is also a course director, the appeal will go directly to the Senior Associate Dean for Undergraduate Medical Education. If the Senior Associate Dean is also a course director, the appeal in section b will go directly to the Dean of the College of Medicine and Life Sciences.~~

(1) — Final Appeal

~~The student has the right of final appeal to the Dean of the College of Medicine and Life Sciences. The student may appeal the decision of the Dean of Undergraduate Medical Education by submitting a written appeal to the Dean of the College of Medicine and Life Sciences process is as follows:~~

- ~~(a) — The written request for appeal must be received within five (5) business days following the issuance to the student of the written decision of the Senior Associate Dean for Undergraduate Medical Education. Failure by the student to submit this written request within this time frame is a waiver of any further right to appeal.~~
- ~~(b) — The Dean will review all of the evidence presented at the hearing (including any available minutes, transcripts and exhibits), the applicable process matters raised by the Student (if any), and the specific concerns concerning the grade at issue in considering the grounds for appeal that was raised by the student.~~
- ~~(c) — After completing such review, the Dean may ask for a meeting with~~

~~the student. Upon completion of the review of the appeal, the Dean of the~~

~~(d) \_\_\_\_\_~~

~~(e) \_\_\_\_\_ College of Medicine and Life Sciences may choose to uphold, reverse, or form an ad hoc committee to review the findings.~~

~~(f) \_\_\_\_\_~~

~~The ad hoc committee will be composed of a minimum of three non-course or clerkship faculty. The committee will conduct its review as follows:~~

~~(g) \_\_\_\_\_~~

~~(h) \_\_\_\_\_ The Senior Associate Dean for Undergraduate Medical Education will ensure that the student is notified no less than three (3) business days in advance of the hearing.~~

~~(i) \_\_\_\_\_ The student is permitted to have a faculty member attend the hearing as his/her advisor, but legal counsel will not be permitted.~~

~~(j) \_\_\_\_\_ Both the student and the College of Medicine and Life Sciences will be permitted to make a statement and present any information pertinent to the matter before the hearing committee and to answer any questions posed by any member of the hearing committee.~~

~~(k) \_\_\_\_\_ Upon completion of the hearing, the committee will, by majority vote, agree to findings and recommendations with regard to the issue before the committee.~~

~~(l) \_\_\_\_\_ The hearing committee will submit their findings and recommendations to the dean, including the basis for the recommendation and a summary of the proceedings of the hearing within ten (10) business days from the date of the hearing.~~

~~(m) \_\_\_\_\_ The dean will review all information, and may interview the student and other parties at her/his discretion. The dean for will render a decision, which will be communicated, to the student and the course or clerkship director in writing no later than twenty one (21) business days from the conclusion of the hearing, unless circumstances warrant additional time.~~

~~(n) — The decision of the Dean of the College of Medicine and Life Sciences will be final.~~

<p>Approved by:</p> <p>_____</p> <p>Christopher Cooper, M.D.,  <del>Executive VP for Clinical Affairs and</del>                  Dean, College of Medicine &amp; Life                  Sciences</p> <p><del>June 17, 2020</del>                  Date</p> <p><i>Review/Revision Completed by:                  Clinical Curriculum Committee                  Executive Curriculum Committee, SLT</i></p>	<p><b>Policies Superseded by This Policy:</b>  <b>None</b></p> <p><b>Initial effective date: 10/28/97</b></p> <p><b>Review/Revision Date:</b></p> <p>10/28/97      07/16/03                  09/09/97      09/17/04                  09/23/97      11/18/05                  10/28/97      08/20/07                  08/14/00      04/06/11                  08/17/01      04/22/14                                    05/25/17                                    06/17/20</p> <p>_____</p> <p><b>Next review date: 06/19/23</b>                  (three years from most recent                  revision/review date)</p>
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