

MEDICAL STUDENT POLICY

Policy Title: Grade Appeals Policy	Curricular Structure: All Medical Students in Legacy and ASCEND
Approved By: Executive Oversight Committee (EOC)	Last Approved: 5/3/24

RELEVANT LCME STANDARDS:

- 9.9 Student Advancement and Appeal Process
- 11.6 Student Access to Educational Records

POLICY:

A student may appeal a final grade earned in the MD program and issued by the ISMMS faculty.

PROCESS:

1. Within thirty (30) calendar days of the grade being released, the student must submit an appeal request using the [Grade Appeal Form](#) and identify the basis for the appeal:
 - a. computation dispute about the final grade;
 - b. unequal application of grading standards or applying grading criteria to one student or some students in a manner that treats them differently;
 - c. unfair or unannounced alterations of assignments, grading criteria, or computational process from what was stated in the syllabus;
 - d. and/or other (to be specified).
2. The appeal will be reviewed by the Grade Appeal ad hoc committee (ad hoc committee). The ad hoc committee will include, at the minimum, representatives from the Offices of Curricular Affairs, Student Affairs, and Assessment and Evaluation.
3. The ad hoc committee will notify the module/course/clerkship director that an appeal has been filed, review the applicable student and module/course/clerkship performance data, and meet with the student and course/clerkship director if necessary.
4. Within ten (10) calendar days of the meeting(s), the ad hoc committee will provide a final decision by email to the student and the module/clerkship director. The decision will include the basis on which the decision was made to the extent possible based on the information available.

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5. The Office of Curricular Affairs will inform the Registrar in the Office of Enrollment Services of a grade change, if applicable. The student's record and official school transcript will be amended to reflect the changed grade if applicable.
6. The decision made by the ad hoc committee is final and not subject to further appeal

RELATED POLICIES:

Remediation Policy Phase 1
Grade Submission Policy
Absence Policy
Progression Policy

REVISION HISTORY: