Policy Title: Grade Appeals Policy

Accountable Dean or Director:
Senior Associate Dean for Student Affairs

Reviewed By:
Student Affairs Subcommittee

Approved By:
Executive Oversight Committee

Effective Dates:
AY 2022/23

Review Dates:
TBD

RELEVANT LCME STANDARDS:
11.6 Student Access to Educational Records

PURPOSE AND SCOPE:
To provide due process to students when it may be necessary to appeal a final grade or narrative grade.

POLICY:
If a student believes that they have received a final grade for a course/clerkship, the student may appeal. The outcome of the appeal will not result in a lower grade than the first grade posted by the course/clerkship director.

PROCEDURE:
1. Within ten business days of receipt of the end of course final posted grade, the student must request a meeting with the course/clerkship director to review the grade. The goal of the meeting is to review and understand the criteria and rubric by which the student was assessed and the grade determined.
2. If after meeting with the course/clerkship director the student wishes to continue the appeal process, the student has five business days to submit the Grade Appeal Form. Before the Appeal moves forward, the Senior Associate Dean for Student Affairs will consult with the Office of Assessment and Evaluation and/or course/clerkship director to determine if any mathematical errors occurred resulting in a lower grade.
   a. If errors are found, the grade may be changed without completing the Appeal process and the Senior Associate Dean for Student Affairs will inform the Registrar in the Office of Enrollment Services of the grade change, if applicable. The student’s record and official school transcript will be amended to reflect the changed grade.
   b. If no errors are identified, the Senior Associate Dean for Student Affairs will advance the appeal process.
3. The Office of Student Affairs will schedule a meeting with the Appeals Subcommittee of the Promotions Committee (Appeals Subcommittee) within ten business days after the process review is complete. The Senior Associate Dean for Student Affairs will provide the Appeals Subcommittee with the course/clerkship grade policy, student performance data and any other information to assist with the thorough appeal process.
4. The Appeals Subcommittee meeting will include separate conversations with the student and the
course/clerkship director. The student is permitted to have an advocate attend any or all portions of the
meeting(s) described above.

5. Within ten business days of the meeting(s), the Appeals Subcommittee will provide a final decision
via ISMMS email communication to the student, the course/clerkship director, the Senior Associate
Dean for Student Affairs, and the Senior Associate Dean for Curricular Affairs. The Senior Associate
Dean for Student Affairs will inform the Registrar in the Office of Enrollment Services of the grade
change, if applicable. The student’s record and official school transcript will be amended to reflect
the changed grade.

6. The decision made by the Appeals Subcommittee is final and not subject to further appeal.

7. The Appeals Subcommittee will report all findings to the Promotions Committee.

**Promotions Committee - Appeals Subcommittee**

The Promotions Committee can create subcommittees as needed to perform various tasks under the direction
of the Senior Associate Dean for Student Affairs with consultation from the Promotions Committee Chair.

The Appeals Subcommittee shall consist of at least three voting members and the Promotions Committee
Chair. All Appeals Subcommittee meetings will be chaired by the Promotions Committee Chair, who will act
as a non-voting member of the Subcommittee.