

PROCEDURE FOR APPEAL OF GRADES

School of Medicine Graduate Courses

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor and should be included in the course syllabus. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular graduate student according to more exacting or demanding standards than were applied to other graduate students in the course
3. The assignment of a grade by a substantial departure from the instructor's standards as detailed in the course syllabus.

Appeal Procedures

Step 1

A student who charges that they were graded capriciously must initiate the grade appeal process by notifying the Assistant Dean for Graduate Studies in writing of their intent to do so. This dated correspondence must clarify how their grade was assigned capriciously (as defined in 1-3 above), and it must identify the grade he/she believes they should receive.

Step 2

The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester. If the matter is resolved at the instructor level, the recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean.

Step 3

If the matter cannot be resolved by consultation with the instructor, the student should appeal, in writing, to the department chair or program director within fourteen (14) consecutive calendar days after notification of the decision of the instructor. Or if the instructor fails to respond to the student request to discuss the course grade within 14 days of the request, the student should appeal, in writing, to the department chair or program director. If the matter is resolved, the

department chair's or program director's recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean.

Step 4

If the matter is not resolved at the department or program level or if the course is multidisciplinary, the student may appeal, in person and writing, to School of Medicine Dean through the following process. The student may appeal to the the Assistant Dean for Graduate Studies within fourteen (14) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student's appeal to the Assistant Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Assistant Dean. The student may have additional input at this level by submitting written correspondence expressing his/her views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Assistant Dean (or ad-hoc committee if applicable) will be forwarded to the Graduate Council for a review and recommendation to the Dean of the School of Medicine for official determination. The final decision of the Dean will be communicated to the student, the instructor, and department chair or program director.

Step 5

If the matter is not resolved within the School of Medicine, the student may appeal to the Provost. This appeal must be made within ten (10) consecutive calendar days after notification of the decision of the Dean.

Step 6

The Provost or designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an ad-hoc academic appeals committee to review the record and provide advice on the matter. The decision of the Provost is final and will be communicated to the student, the instructor, the department chair and the dean of the School of Medicine.