



Grade & MSPE Appeal Policy

I. Policy Statement

Students can file an appeal if they believe and can demonstrate that the grade they received inaccurately reflects their performance in a course, clerkship, or elective. There are three (3) levels of appeal that may be pursued by the student. Grade appeals must follow the appeal process within the timeframe specified in the grade appeal procedure. Appeals that do not comply with the timeframe will not be accepted.

Students can also appeal the content of their Medical Student Performance Evaluation (MSPE) letter after consultation with their faculty advisor.

II. Purpose

The purpose of this policy is to provide a system for the students at CNUCOM to appeal their final course grade, clerkship grade, MSPE or evaluation of a professional activity in accordance with LCME element 11.6¹. This policy pertains to grade appeals for all phases of the CNUCOM curriculum.

III. Scope/Coverage

A. Grade Appeal

1. Change to the final grade will occur only when there is evidence of incorrect academic evaluation. Even in the presence of rubric grading system, the grade process involves the faculty member's judgment of student academic performance.
2. The grade appeal process requires a student to present clear evidence that the assignment of a grade was based on factors other than the academic judgment of the faculty member. Grade appeals must be based on problems of process and not on difference in judgement or opinion concerning academic performance. The students take responsibility to demonstrate that one or more of the following occurred:

¹ 11.6 Student Access to Educational Records

A medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Evaluation, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.



Policy Number: 4405

Approved: 5/3/21

Dept./Office: Office of Medical Education

- a. The student believes that the grade was based on prejudice, discrimination, arbitrary or other reasons not related to academic performance.
 - b. The grading decision was based upon standards unreasonably different from those which are applied to other students in the same course.
 - c. Mathematical/clerical error.
3. This policy is applicable to every course and pedagogical activity in CNUCOM medical school curriculum. However, this does not apply to individual questions on exams.

B. MSPE Appeal

1. Students have the opportunity to review their MSPE with their faculty advisor. During this review, students can request changes to the document.
2. The student's MSPE is a factual representation of their academic record at CNUCOM and thus minor corrections for grammar, spelling, etc. are allowed.
3. Students have complete access to their academic record including grades and narrative assessments.

IV. Procedure

A. Grade Appeal steps and timeline are as follows:

1. The student must initiate a formal grade appeal by submitting a written appeal to the Course Director within ten (10) business days of receiving official notification from the University of the final grade for the course.
2. The Course Director, usually in consultation with the course faculty, must respond to the student in writing within ten (10) business days after receiving the student's appeal.
3. The student, if in disagreement with the decision of the Course or Clerkship Director, may appeal the decision to the Department Chair within two (2) business days of receipt of written notification from the Course or Clerkship Director. Phase A courses are integrated so will be sent to the Chair of Basic Science and Clinical Sciences. For Phase B and C courses (i.e. clerkships and electives) the appeal is sent to the Chair of Clinical Medicine.
4. The Department Chair in consultation with the faculty and M3 and/or M4 Director must respond to the student in writing within ten (10) business days after receiving the student's appeal.



5. The student, if in disagreement with the Department Chair(s), may appeal the decision with the Associate Dean of Medical Education in consultation with a three member *ad hoc* committee of faculty not involved in the teaching of the course, will render a decision on the grade appeal and inform the student in writing within ten business days of receipt of the formal appeal.
6. If the student disagrees with the decision of the Associate Dean of Medical Education, the student may appeal to the Dean of the College of Medicine within two (2) business days of receipt of written notification from the Associate Dean of Medical Education. The Dean will review the two previous decisions. The Dean may uphold the decision of the Associate Dean of Medical Education or has the discretion to request further review of the appeal by the Associate Dean of Medical Education and the Faculty *ad hoc* committee. The Dean will communicate the outcome of his/her decision in writing to the student within ten (10) business days of receipt of the Student's appeal of the Associate Dean of Medical Education.
7. The decision of the Dean is Final.
8. If a grade appeal is approved, the Course or Clerkship Director will then submit the completed Grade Change Form to the Registrar, who will update the student's transcript.

B. MSPE Appeal process

1. The student must initiate the process by submitting a written, formal appeal to the Office of Student Affairs.
2. The Associate Dean of Academic and Career Advising in consultation with the student's faculty advisor, must respond to the student in writing within ten (10) business days after receiving the student's appeal.
3. If the student disagrees with the Associate Dean of Academic and Career Advising decision, he/she may appeal the decision to the Associate Dean of Medical Education within two (2) business days of receipt of written notification from the Associate Dean of Academic and Career Advising.
4. The Associate Dean of Medical Education, in consultation with a three-member *ad hoc* committee of faculty not involved in with the MSPE process, will render a decision and inform the student in writing within ten (10) business days of receipt of the formal appeal.
5. If student disagrees with the decision of the Associate Dean of Medical Education, the student may appeal to the Dean of the College of



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Medicine within two (2) business days of receipt of written notification from the Associate Dean of Medical Education. The Dean will review the two previous decisions. The Dean may uphold the decision of the Associate Dean of Medical Education or has the discretion to request further review of the appeal by the Associate Dean of Medical Education and the faculty *ad hoc* committee. The Dean will communicate the outcome of his/her decision in writing to the Student within ten (10) business days of receipt of the Student's appeal of the Associate Dean of Medical Education decision.

6. The Dean's decision is final and any recommended changes to the student's MSPE will be made prior to release into the Electronic Residency Application Service (ERAS).

APPROVAL RECORD:

APPROVED: PEC 5/3/21

APPROVED: PEC 12/14/20

REVIEWED: CC 2/24/20

APPROVED: CC 12/14/20

APPRVED: SPC 3/3/21

APPROVED BY: SPC 6/11/15

REVISED: SPC 7/14/16

OFFICE OF RESPONSIBILITY: Office of Medical Education

NOTE: This policy is subject to change at any time.