Medical Student Grade Appeal Policy

APPROVED BY: The Student Promotions Committee on June 11, 2015
OFFICE OF RESPONSIBILITY: Office of Student Affairs
NOTE: This policy is subject to change at any time.

I. PURPOSE

The purpose of this policy is to provide an academic system for the students at CNU-COM to grieve alleged academic injustice relating to a final grade of a course or evaluation of a professional activity.

II. SCOPE/COVERAGE

Change to the final grade will occur only when there is evidence of unsubstantiated academic evaluation. Because in some cases the grade process involves the instructor’s judgment of the academic performance of the student, thus the only issue under consideration in the grade appeal process is whether or not the student can present a clear evidence that the assignment of the grade was based on factors other than the academic judgment of the instructor.

III. PROVISION

This policy is applicable to every course and pedagogical activity in CNU-COM medical school curriculum.

IV. POLICY STATEMENT

A student can file an appeal if s/he is unsatisfied with a final course grade. The appeal must be submitted within ten (10) CNU work days of the official notification of the grade. The student must follow the formal grade appeal process by initially writing and present the appeal to the course director. The process for grade appeal and associated forms are available on the College of Medicine website and from the Office of Medical Education.

Steps and timeline of the appeal process are as follows:

- The student must initiate formal grade appeal by submitting a written appeal to the Course Director within ten (10) work days of receiving official notification from the University of the final grade for the course.
- The Course Director, usually in consultation with the course faculty, must respond to the student in writing within ten (10) work days after receiving the student’s appeal.
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- The student, if unsatisfied with the decision of the Course Director, may appeal the decision to the Senior Associate Dean for Medical Education within two (2) work days of receipt of written notification from the Course Director.
- The Senior Associate Dean for 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 (10) work days of receipt of the formal appeal.
- The student, if unsatisfied with the decision of the Senior Associate Dean, may appeal to the Dean of the College of Medicine within two (2) work days of receipt of written notification from the Senior Associate Dean of Medical Education. The Dean will review the two previous decisions from a procedural standpoint. The Dean may uphold the decision of the Senior Associate Dean or request further review of the appeal by the Senior Associate Dean in cases where the process was violated. The Dean will communicate the outcome of his/her decision in writing to the Student within ten (10) work days of receipt of the Student’s appeal of the Senior Associate Dean’s decision.

If a grade appeal is approved, the course director then submits to the Registrar the modified grade to update the student transcript.