



Grade & MSPE Appeal Policy

I. Policy Statement

Students can file an appeal if they are unsatisfied with a final course grade. The appeal must be submitted within ten (10) CNU business days of the official notification of the grade. The student must follow the formal grade appeal process by initially presenting the Course Grade Appeal Form to the course director in writing. Further information on the process for grade appeal and associated forms is available on the College of Medicine website.

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

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. This policy pertains to grade appeals for all phases of the CNUCOM curriculum.

III. SCOPE/COVERAGE

Grade Appeal

A change to the final grade will occur only when there is evidence of incorrect academic evaluation. Even in presence of a rubric grading system, the grade process involves the faculty member's judgment of student academic performance.

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 evaluation by the faculty member. Grade appeals must be based on problems of process and not on differences in judgement or opinion concerning academic performance. The student must demonstrate that one or more of the following occurred:

1. The student believes that the grade was based on prejudice, discrimination, arbitrary or other reasons not related to academic performance.
2. The grading decision was based upon standards unreasonably different from those which are applied to other students in the same course.
3. Mathematical/ clerical error.

This policy is applicable to every course and pedagogical activity in the CNUCOM medical school curriculum.

MSPE Appeal

Students are required to review their MSPE with their faculty advisor/writer. During this review, students may request changes to the document. The student's MSPE is a factual representation of their academic record at CNUCOM and thus minor corrections for grammar, spelling, etc., are allowed. Content cannot be changed. Students have complete access to their academic record including grades and narrative assessments through the student portal. They are encouraged to review these records prior to the end of their M3 year. If the student disagrees with content, they may request any changes to the course/clerkship directors prior to July 1 at the end of their M3/beginning of the M4 year.

IV. Procedure

Grade Appeal Steps and timeline are as follows:

1. The student must initiate 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, 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 Director, may appeal the decision to the Student Promotions Committee (SPC) within two (2) business days of receipt of written notification from the Course Director.
4. The SPC will render a decision on the grade appeal 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 SPC, the student may appeal to the Dean of the College of Medicine within two (2) business days of receipt of written notification from the SPC. The Dean will review the previous decisions. The Dean may uphold the decisions or request further review of the appeal. The Dean will communicate the outcome of their decision in writing to the student within ten (10) business days of receipt of the student's appeal.
6. The Dean's decision is final.

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

MSPE Appeal process

1. The student must initiate the process by submitting a written, formal appeal to Office of Student Affairs.
2. The Assistant Dean of Student Affairs (ADSA), 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 ASDA's decision, they may appeal the decision to the SPC within two (2) business days of receipt of written notification from the ASDA.
4. The SPC 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 SPC, the student may appeal to the Dean of the College of Medicine within two (2) business days of receipt of written notification from the SPC. The Dean will review and may uphold the decisions or request further review of the appeal. 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.
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).

Approved By Curriculum Committee: 2/24/2026

OFFICE OF RESPONSIBILITY: Office of Medical Education

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