

## **Grade Appeal Procedure**

**Authorizing Body:** Curriculum Committee

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### **Rationale:**

To provide students with a mechanism to challenge final grades in an educational experience.

### **Scope and Applicability:**

All students enrolled in the School of Medicine

### **Standard Practice Guideline:**

The method of evaluation in an OUWB School of Medicine course or clerkship should be transparent to the student, discussed at the beginning of the course or clerkship, and included in the syllabus. The course or clerkship director calculates grades. Students have the right to appeal the grade awarded. Appeals must be related to final grades in a course, clerkship, or elective based on concerns about accuracy of the assessment, bias or that the grade was calculated in a manner that is inconsistent with the process described in the course syllabus. Concerns about grades are best resolved through informal discussions between the student and the course or clerkship director. Students should initiate these discussions within 10 business days of the grade being posted. In those instances when a student is not satisfied with the outcomes of an informal discussion a formal appeal process is available.

### **Procedures:**

#### **Step 1: Initiation of formal grade appeal**

Within thirty (30) business days after the date which the grade was posted, the student shall obtain from the OUWB Office of Medical Education website the requisite "Grade Appeal" form. The student shall formulate an appeal in writing, including why the student believes the grade does not reflect the student's performance based on the criterion in paragraph one of this document, and any supporting documentation. This must be submitted to the School of Medicine Director of Records and Registration who will forward a copy to the

Course or Clerkship Director and the Associate Dean for Medical Education or their designee.

## **Step 2: Course or clerkship director response to the grade appeal**

Within ten (10) business days from the date of receipt of the student's written "Grade Appeal" form, the course or clerkship director shall respond to the student in writing, using the "Director's Comments Regarding Grade Appeal" form. The completed "Director's Comments Regarding Grade Appeal" form is sent directly to the student and a copy is sent to the Associate Dean for Medical Education or their designee. The form completed by the course or clerkship director should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement. If the course or clerkship director agrees the grade should be changed, the director must complete a "Grade Change" form to be filed with the OUWB School of Medicine Director of Records and Registration. If the course or clerkship director does not agree the grade should be changed, the student has the right to appeal the decision to the Associate Dean for Medical Education.

## **Step 3: Grade Appeal to the Associate Dean for Medical Education**

An appeal of the course or clerkship director's decision must be made in writing to the Associate Dean of Medical Education or designee within ten (10) business days after receiving that decision using the "Grade Appeal to the Associate Dean for Medical Education" form. The Associate Dean of Medical Education or designee will appoint an *ad hoc* review committee consisting of three OUWB faculty members to consider the appeal. Faculty representatives must include one from the department/program of the course or clerkship concerned.

In the review process, the *ad hoc* committee will seek to ensure that grades have been assigned and submitted using appropriate processes. The committee shall consider all aspects of the appeal before making its recommendation. The committee shall make a written report with recommendations to the Associate Dean for Medical Education or designee within twenty (20) business days of the receipt of the "Grade Appeal to the Associate Dean for Medical Education" form.

The Associate Dean for Medical Education will render a decision in writing to the student within ten (10) business days of receiving the recommendation of the *ad hoc* committee. Both the student and the course or clerkship director will be informed in writing of the final decision. If the Associate Dean for Medical Education agrees the grade should be changed, the course or clerkship director or the course or clerkship director's department head, must complete a "Grade Change" form to be filed with the OUWB School of Medicine Director of Records and Registration. If the grade change appeal is denied, no further action will be taken. The decision of the Associate Dean of Medical Education is final, and no further action can be taken.

**NOTE:** The student is responsible for knowing the timetable for the grade appeal process and for making a good faith effort to complete steps within the time stated.

**NOTE:** Students must submit the appeal via the appropriate web form. The forms maybe returned either:

- Electronically
- On Paper in Person

The final decision as to whether deadlines have been met is the responsibility of the Associate Dean for Medical Education. The Associate Dean has authority to extend the deadlines, but only in extraordinary circumstances shall the appeal extend beyond the first regular semester after which the grade was awarded.

### **Definitions:**

### **Related Policies and Forms:**

[Evaluation of Performance in Electives](#)

[Grading](#)

### **Appendix:**

[Grade Appeal Form](#)

[Director's Comments Regarding Grade Appeal](#)

[Grade Appeal to the Associate Dean for Medical Education](#)

[Ad Hoc Grade Appeal Committee Recommendation Form](#)