



<b>Policy Title:</b> Grade Appeals Policy		
<b>Accountable Dean or Director:</b> Senior Associate Deans for Curricular Affairs and Student Affairs		
<b>Reviewed By:</b> Curriculum and Policy Subcommittee	<b>Approved By:</b> Executive Oversight Committee	
<b>Effective Dates:</b> AY 2022/23	<b>Review Dates:</b> September 9, 2022	

**RELEVANT LCME STANDARDS:**

- 9.9 Student Advancement and Appeal Process
- 11.6 Student Access to Educational Records

**PURPOSE AND SCOPE:**

To provide due process to students when it may be necessary to appeal a final grade.

**POLICY:**

A student may appeal a final grade earned in the MD program and issued by the ISMMS faculty.

**PROCEDURE:**

1. Within thirty (30) calendar days of the day last grades are due, the student must submit an appeal request using the [Grade Appeal Form](#) and identify the basis for the appeal:
  - a. computation dispute about the final grade;
  - b. unequal application of grading standards or applying grading criteria to one student or some students in a manner that treats them differently;
  - c. unfair or unannounced alterations of assignments, grading criteria, or computational process as stated in the syllabus;
  - d. and/or other.
2. The form will be received and reviewed by the Grade Appeal ad hoc committee (ad hoc committee). The ad hoc committee will include, at the minimum, the senior associate deans for curricular affairs and student affairs and the associate dean for assessment and evaluation.
3. The ad hoc committee will notify the course/clerkship director that an appeal has been filed, will review the applicable student and course/clerkship performance data, and will meet with the student and course/clerkship director.
4. Within ten (10) calendar days of the meeting(s), the ad hoc committee will provide a final decision by email to the student and the course/clerkship director. The decision will include

the basis for which the decision was concluded to the extent possible based on the information available.

5. The Senior Associate Dean for Student Affairs will inform the Registrar in the Office of Enrollment Services of the grade change, if applicable. The student's record and official school transcript will be amended to reflect the changed grade.
6. The decision made by the ad hoc committee is final and not subject to further appeal.