



The Medical College of Georgia Office of Academic Affairs

Approved on: Before 2020
Effective on: immediately
Last Approval/Revision: May 6, 2025
Expires: on revision

Applicable to: All Clerkship Students
Approved by: COC
Category: Evaluation and Grading
Context:

Grade Appeal Clerkship and Enrichment

If a student has a concern regarding a grade in the Clerkship or Enrichment Phases, s/he must discuss it with the clerkship director first and not the attending physician or residents. Failure to follow the steps of this policy in the order they are outlined below will result in a student forfeiting the right to officially appeal the grade.

Clerkship and Enrichment grades are reported to students using the One45 system. During the core clerkships, the clinical component and the NBME subject exam component (initial take and retake) are each reported separately. The overall grade in a clerkship is not final until the completion of retake exam; however, students must appeal the clinical component of the grade within two weeks of the release of that component within One45. All other Clerkship and Enrichment Phase grades (electives, required courses) are reported as one grade in One45. For these courses students must appeal their grade within two weeks of the release of the final grade in One45. Students may appeal their grade using the following procedure:

- A. **Discuss a Concern** - The student must discuss the concern with the clerkship director first. The students should not appeal the grade directly with any other faculty member who taught in the course (e.g., the student's attending physician). A violation of this step will result in a student forfeiting the right to officially appeal the grade. Note that discussion with faculty seeking general feedback does not constitute appealing a grade.
- A. **Appeal a Grade** - To appeal a grade, a student must submit to the clerkship director in writing within 2 weeks the reasons for the appeal and provide objective documentation, where appropriate, to support a change in a grade. As mentioned above, the clinical portion of the grade must be appealed within 2 weeks of the posting of this grade in One45, which is within 6 weeks of completion of the clinical portion of the clerkship. Depending on the timing of the clerkship end, this may be well before the final NBME subject exam is completed and the overall clerkship grade is posted.

Once the student's appeal is received, the clerkship director reviews the appeal and may make a decision independently or may appoint an advisory ad hoc committee of at least three faculty members. For students whose appeal is in a clerkship which took place on a regional campus, this ad hoc committee should include at least one member the regional campus leadership (Campus Dean, Campus Asst. Dean, Site Clerkship Director). The ad hoc committee makes a recommendation to the clerkship director. The clerkship director then makes a decision about the



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appeal and notifies the student in writing (may be electronic) of the decision within two weeks of receipt of the student's appeal.

- B. Appeal the Decision of the Clerkship Director** - The student may appeal the decision of the clerkship director within one week of notice by the course/clerkship director by written request to the department chair for a departmental course or clerkship, or to the Associate/Assistant Dean for Curriculum if the course/clerkship is interdepartmental. The chair or Curriculum Dean may choose to decide the appeal independently or may appoint an advisory ad hoc committee of at least 3 faculty members who have not served on the prior ad hoc committee listed under step 2. The ad hoc committee makes a recommendation to the chair or the Curriculum Dean. The chair or Curriculum Dean will then decide the matter and provide notice in writing to the student within 2 weeks of the written request for appeal at this level.
- C. Appeal of the Decision of the Departmental Chair or Associate/Assistant Dean for Curriculum** - If a student does not agree with the decision of the department chair or Curriculum Dean, the student may appeal the decision in writing within one week of prior notice by the chair or Curriculum Dean to the Vice Dean for Academic Affairs. The Vice Dean may decide the appeal independently or appoint an advisory ad hoc committee comprised of at least 3 faculty members who have not previously participated in this appeal process. The ad hoc committee makes a recommendation to the Vice Dean, who will then decide the matter. Typically, appeals at this level are for procedural concerns only. The student will be notified of the decision within 2 weeks of the request for appeal. This is the final level of appeal for a grade.