



The Medical College of Georgia Office of Academic Affairs

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Applicable to: Preclerkship students
Approved by: COC
Category: Grading
Context:

Grade Appeal Process for a Preclerkship Phase Module or Course

If the student chooses to appeal a Preclerkship module or course that appeal must be pursued according to the procedure outlined below. Once a final grade has been reported in One45, a student may appeal a final grade in a course if he/she thinks that their grade or evaluation is unjust by:

- A. **Discuss a Concern:** The student must discuss the concern with the Module or Course Director (Augusta), the Phase Coordinator (Athens) and not with any other faculty member who taught in the course. A violation of this step will result in a student forfeiting the right to officially appeal the grade.
- B. **Appeal a Grade:** To appeal a grade, a student must submit to the module or course director (Augusta) or Phase Coordinator in writing, within two weeks of the final grade being reported in One45, the reasons for the appeal and provide objective documentation, where appropriate, to support a change in a grade. Appeal letters must specify in detail why the student believes his/her grade or narrative report was not substantiated by evidence, or the student believes that important information related to his/her performance may not have been considered (e.g., an evaluation report from another supervisor was not included). The Module/Course Director or Phase Coordinator reviews the student's appeal and may make a decision independently or may appoint an advisory Ad Hoc Committee of at least three faculty members. The Ad Hoc Committee makes a recommendation to the Module/Course Director or Phase Coordinator. He or she then makes a decision about the appeal and notifies the student, in writing, (may be electronic) of the decision within two weeks of receipt of the student's appeal.
- C. **Appeal the Decision of the Director:** The student may appeal the decision of the Module/Course Director or Phase Coordinator within one week of being notified about the decision. This appeal is made, in writing to Associate/Assistant Dean for Curriculum. The Curriculum Dean may decide the appeal independently or may appoint an advisory Ad Hoc Committee of at least three faculty members who had not served on the prior Ad Hoc Committee listed under step B. The Ad Hoc Committee makes a recommendation to the Curriculum Dean. The Curriculum Dean will then decide the matter and provide notice, in writing, to the student within two weeks of the written request for appeal at this level.
- D. **Appeal the Decision of the Associate/Assistant Dean of Curriculum:** The student may appeal the decision of Curriculum Dean within one week of being notified about the decision. in writing, This appeal is made in writing to the Vice Dean. The Vice Dean may decide the appeal independently or appoint an advisory Ad Hoc Committee comprised of at least three faculty members who had not previously participated in the appeal process. The Ad Hoc Committee



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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 two weeks of the request for appeal. This is the final level of appeal for a grade.