



## **Grade Appeal during the Clerkship and Enrichment Experiences**

### Grade Appeal of a Clerkship

If a student feels an evaluation, including comments or final grade, in a clerkship is incorrect and does not represent their true performance, the student must begin the appeal process by following the steps in the order outlined below.

#### **A. Step 1: Discuss a Concern**

1. As soon as possible after a final grade is posted in One45, the student must discuss the concern with either the Clerkship Director or the Site Clerkship Director (if the student was assigned to a regional campus for the clerkship).
  - Note: If the Site Clerkship Director also served as a preceptor during the clerkship, the student should discuss the concern directly with the Clerkship Director.
  - Note: A student must submit any written appeal, Step 2, within two weeks after a final grade is posted on One45. Thus, this step must be completed prior to that deadline.
2. The student should not discuss the concern with any other faculty member (e.g., the attending physician, preceptor, or resident) who taught in the clerkship. A violation of this policy will result in a student forfeiting the right to appeal the grade.
3. Many times the student's concern can be resolved after a conversation with the site/clerkship director. If after this discussion, however, the student's concern is not resolved the student may proceed to a formal appeal of the grade.

#### **B. Step 2: Appeal a Grade**

1. Within two weeks of the posting of the final grade in One45, a student must submit written reasons the student believes would support a change in the grade, including objective documentation when available, to the same Clerkship Director or Site Clerkship Director with whom the student has discussed the concern. If submitted to the Site-Clerkship Director, the Clerkship Director must be copied on this submission.
2. The same Clerkship Director or Site Clerkship Director will review the student's appeal and, after appropriate investigation and consideration, one of the following will occur:



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a. The Site Clerkship Director will provide the findings of the investigation to the Clerkship Director. The Clerkship Director will then make a decision about the appeal and will create a written document that reflects the investigation and decision about the appeal,

OR

b. The Clerkship Director will make a decision about the appeal, and will create a written document that reflects the investigation and decision about the appeal.

3. If necessary (e.g., a conflict of interest exists), the Clerkship Director may appoint an advisory ad hoc committee of at least three faculty members to review the appeal and make a recommendation to the Clerkship Director.
4. Within two weeks of receiving the student's written appeal, the Clerkship Director will make a decision about the appeal, notify the student in writing (may be electronic) of the decision, and notify the appropriate regional faculty and staff of the decision.

**C. Step 3: Appeal the Decision of the Clerkship Director**

1. If a student has concerns regarding the decision of the Clerkship Director, the student may appeal the decision within one week of receiving notice of the Clerkship Director's decision.
2. Requests for further appeal must be made in writing to the appropriate Department Chair (or to the Associate Dean for Curriculum in Augusta if the course is interdepartmental).
3. The Department Chair or Associate Dean for Curriculum may choose to decide the appeal independently or may appoint an advisory ad hoc committee of at least three faculty members who did not serve on the ad hoc committee listed under Step 2 above. The ad hoc committee will make a recommendation to the Department Chair or the Associate Dean for Curriculum.
4. The Department Chair or Associate Dean for Curriculum will make a final decision and provide notice in writing to the student within two weeks of the written request for appeal at this level.

**D. Step 4: Appeal of the Decision of the Departmental Chair or Associate Dean for Curriculum**

1. If a student has concerns regarding the decision of the Department Chair or Associate Dean for Curriculum, the student may appeal the decision in writing to the Vice Dean for Academic Affairs within one week of receiving notice from the Chair or Associate Dean for Curriculum



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2. Typically, appeals at this level are for procedural concerns only.
3. The Vice Dean for Academic Affairs may decide the appeal independently or appoint an advisory ad hoc committee comprised of at least three faculty members who did not participate in any of the earlier appeal processes.
4. The ad hoc committee makes a recommendation to the Vice Dean, who will make the final decision.
5. The student will be notified of the decision in writing within two weeks of submitting the (Step 4) appeal.
6. This is the final level of appeal for a grade.

### Grade Appeal of Electives and Selectives

Elective grades must be appealed in writing within two weeks of posting of the final grade in One45 to the appropriate Department Chair or designee (or to the Associate Dean for Curriculum in Augusta if the course is interdepartmental).

Likewise, Selective grades must be appealed in writing within two weeks of posting of the final grade in One45 to the appropriate Department Chair (or to the Associate Dean for Curriculum in Augusta if the course is interdepartmental).

For both Electives and Selectives, a student may appeal the decision of the Department Chair or Associate Dean for Curriculum as described in Step 4, above.