Section 7	Student Policies	01/15/96 -Originated
Subject 7.1	Student Services and Activities	06/07/12 - Reviewed w/ changes -Reviewed w/o changes
Policy 7.1.18	**SOM-Appeal of Examination Score, Evaluation, or Course Grade**	08/06/12 - Effective Student Affairs - Author

SOM - Appeal of Examination Score, Evaluation, or Course Grade

Policy

A student in the School of Medicine (SOM) who wishes to appeal an examination score, evaluation, or course grade must notify the course director in writing within five working days of the posting of the examination score, evaluation or course grade. The course director will decide the most appropriate action to take in considering the student's appeal, which may include, but is not limited to: acting on the appeal directly, referring the appeal to a course committee, requesting the student meet with the course director or course committee, or requesting input from faculty members involved in the item under appeal. A student request to appear in person may be granted at the discretion of the individual or group considering the appeal.

In all appeals of course failures or when the appeal is based upon disputes of fact, a student request to appear will be granted. The course director or course committee shall render a decision regarding the student's appeal of the examination score, evaluation or course grade within five work days after completion of any meetings concerning the appeal and shall send written notification of the decision to the student.

A student who fails to initiate an appeal of an examination score, evaluation or course grade in the proper manner within the time frame stated above shall be deemed to have waived his/her right to appeal the grade or evaluation in question.

The SOM acknowledges subjectivity is inherent in many evaluations of students that affect their grades. As a general rule, appeals that cite subjectivity or a difference of opinion between the student and evaluator regarding a student's performance will not be successful. Examples of appeals more likely to be successful are those citing incorrect grade calculation or inconsistencies with SOM or course policies.

Should the issue fail to be resolved to the student's satisfaction by the course director/ committee, the student may appeal the decision in writing to the Academic Review Committee (ARC) within five working days after the date on the official notification letter. In general, for a successful appeal, the student will need to demonstrate that a decision of the course director was (a) arbitrary or capricious, (b) made in bad faith, or (c) in violation of the SOM's Academic Policies. The ARC will review the student's letter of appeal, and a written report from the course director/committee. In its sole discretion, the ARC may allow the student to appear in person and/or present new information not previously presented

Policy, continued

to the course. The ARC shall send written notification of its decision to the student. The ruling of the ARC is final in matters of examination scores, evaluations and course grades.

Reference

7.1.19, SOM-Appeal of an Academic Progress Committee Decision to Dismiss a Student