POLICY NAME: Review of a Course, Clerkship Grade

Responsible Party: Office of Medical Education

Applies To CMED: Faculty ☑ Students ☒ Residents ☐ Staff ☐ Administration

Approval Date: 1/29/2016 Curriculum Committee – reviewed July 26, 2016

☑ Policy ☐ Procedure

POLICY:

Students have the right to request the review of a component of a grade or a final course or clerkship grade.

PROCEDURES:

APPEAL OF YEAR 1-2 COURSE GRADE

Components of a Grade:

1. If a student requests a review of a portion of his/her grade (i.e., items on a test, evaluation of a written assignment, etc.), he/she may submit a challenge to the course director or the faculty member who wrote the item or provided the component grade. Challenges must be received within 2 working days of taking a test or receiving a component grade.

2. The course director or his/her designated faculty member makes the determination on any changes. For institutionally derived multiple choice exam questions, the course director should review the item statistics (e.g., percentage of student who missed the item and percentage choosing alternate answers) and the intent/wording of the question.

3. The course director has the discretion then to allow an alternate answer, delete the questions entirely from the exam, or to maintain the original answer.

4. The decision of the course director is final and binding.
Final Course Grade:

1. A student requesting a review of a grade for a course must initiate the request for review in writing with the course director(s) within 2 working days of the posting of the grade.

2. The course directors or one or more members of the course committee as selected by the course directors will meet with the student to hear and respond to any concerns raised by the student. This meeting should take place within 1 week (5 working days) of the student submitting the request in writing.

3. The course director shall, at the end of that meeting or within four (4) working days thereafter, advise the student in writing as to their decision concerning the grade of the student for that course.

4. If the student is not satisfied with the decision of the course directors, the student shall have the right within ten (10) working days of the latest decision of the course directors to provide written notice to the Director, Year 1-2 that the student wishes a further reconsideration of this matter.

5. After receipt of such notice, the Director, Year 1-2 will consult with the course director and committee, if appropriate. Within fourteen (14) working days of receipt of such notice from the student, the Director, Year 1-2 will hold a meeting with the student to review and discuss the decision of the course director. This meeting will also include dialogue between the student and the Director, Year 1-2 concerning the student’s fulfillment of the course requirements.

6. The Director, Year 1-2 shall have the right to amend the decision of the course director in this regard. Within four (4) working days of that meeting, the yr. I/II director shall provide the student and the course director with written notice of the decision of the Director, Year 1-2 on the course grade under review and that decision shall be final and binding.

7. The student is not allowed to continue in the program while the appeal is underway.

8. Upon a successful appeal, the student may be allowed to re-enter the program at the next available opportunity.

APPEAL OF YEAR 3-4 CLERKSHIP GRADE

Components of a Grade:
1. If a student requests a review of a portion of his/her grade (i.e., items on a test, evaluation of a written assignment, etc.), he/she may submit a challenge to the clerkship director or the faculty member who provided the component grade. Challenges must be received within 2 working days of taking a test or receiving a component grade. This does not apply to component clinical performance evaluations (CPR) forms completed by individual faculty, rather, only to the composite final CPR.

2. The clerkship director makes the determination on any changes. For institutionally derived multiple choice exam questions, the clerkship director should review the item statistics (e.g., percentage of student who missed the item and percentage choosing alternate answers) and the intent/wording of the question.

3. After review the clerkship director has the discretion to adjust grade if indicated.

4. The decision of the clerkship director is final and binding.

**Final Clerkship Grade:**

1. A student requesting a review of a grade for a clerkship must initiate the request for review in writing with the clerkship director within 2 working days of the posting of the grade.

2. The clerkship director with one or more members of the clerkship committee as selected by the clerkship director will meet with the student to hear and respond to any concerns raised by the student. This meeting should take place within 1 week (5 working days) of the student submitting the request in writing.

3. The clerkship director shall, at the end of that meeting or within four (4) working days thereafter, advise the student in writing as to their decision concerning the grade of the student for that clerkship.

4. If the student is not satisfied with the decision of the clerkship director, the student shall have the right within ten (10) working days of the latest decision of the clerkship director to provide written notice to the Associate Dean/Distributed Campuses that the student wishes further reconsideration of this matter.

5. After receipt of such notice, the Associate Dean, Distributed Campuses will consult with the clerkship director and clerkship committee, if appropriate.
Within fourteen (14) working days of receipt of such notice from the student, the Associate Dean, Distributed Campuses will hold a meeting with the student to review and discuss the decision of the clerkship director. This meeting will also include dialogue between the student and Associate Dean concerning the student’s fulfillment of the clerkship requirements.

6. The Associate Dean/Distributed Campuses shall have the right to amend the decision of the clerkship director in this regard. Within four (4) working days of that meeting, the Associate Dean shall provide the student and the clerkship director with written notice of the final decision on the grade under review and that decision shall be final and binding.

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