

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Appeal Policy for Summative Assessment or Course Grade**Policy Number:** 950-06-013

Responsible Officer:	Senior Associate Dean, Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	04/15/2021
Date of Revision:	08/01/2022; 12/26/2023
Scope:	All courses, blocks, clerkships, electives, and selectives that complete a summary assessment or grade for students

I. Policy Summary**A. Overview**

UCR students who do not feel that their summative assessment or grade accurately reflects their performance in a course, block, or clerkship have a right to ask for clarification or appeal the grade from the clerkship, block, course, selective, or elective director.

B. Related LCME Standards

11.6: Student Access to Educational Records: “A medical school has policies and procedures in place that permit a medical student to review and to challenge the student’s educational records, including the Medical Student Performance Evaluation, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.”

C. Principles

1. Students have the right to review and challenge their course, block, or clerkship grade and receive a timely response.
2. Students may seek clarification or formal appeal of a course, block, or clerkship grade.
3. This does not apply to individual questions on exams or individual components that comprise a final grade in a course or clerkship or elective.

II. Policy Text**A. General Principles**

1. Directors are required to respond, either in-person or via email, to the request by explaining how the grade and/or summary evaluation ratings and comments were determined.
 - a. Directors should re-review the student’s assessment data along with any other information that has become available (e.g. a letter provided by the student with contextual information).
2. Students have up to two weeks after being notified of their summary evaluation or grade to ask for clarification of a grade from the clerkship, block, course, or elective director.
3. A student is responsible for reviewing the appropriate grading explanation in the associated syllabus posted in the learning management system (e.g., Canvas) prior to contacting the clerkship, block, course or elective director for clarification about the grade or evaluation summary.
4. Directors are required to respond, either in-person or via email, to the request by explaining how the grade and/or summative assessment ratings and comments were determined.

B. Appeal

1. If a student believes their record is inaccurate, they will first review the record with the SOM Registrar and, if validated, have the record corrected.

2. If students wish to challenge a grade or course evaluations, they may appeal directly to the block, course, or clerkship director. The director will then inform the student of the decision on the challenge. Communication of this decision will occur within 2 weeks of the submission of the appeal. All appeals must be in writing and contain the basis for the appeal.
3. Appeals of any decision by the director must be made within 2 weeks of that decision, and are then reviewed by the appropriate Executive Associate/Associate Dean for Clinical or Preclerkship Medical Education, in consultation with the Senior Associate Dean of Medical Education. The Executive Associate/Associate Dean will provide a FINAL determination on the appeal. The decision following the aforementioned re-review procedures will be communicated to the student and cannot be disputed further.
4. A student cannot further appeal the assessment or grade unless:
 - a. The student feels that the evaluation or grade constitutes an act of discrimination (for example, that bias or wrongdoing by a faculty member has occurred).
 - b. The student feels there was an infringement of the student's academic freedom.
5. If a student feels one of these has occurred, an appeal can be made to the medical school Progress and Promotions Committee, followed by an appeal to the Faculty Executive Committee (FEC), and with a final appeal made to the Dean.
 - a. **NOTE: All reviews beyond the Executive Associate/Associate Dean (e.g., by the Progress and Promotions Committee, the FEC, and the Dean) will focus on fairness and process and not on academic content. Focus should be on whether there was individual discrimination or infringement of the student's academic freedom.**

III. Related Information

See attached Flow Chart for Grade Appeal Process.

Approvals:

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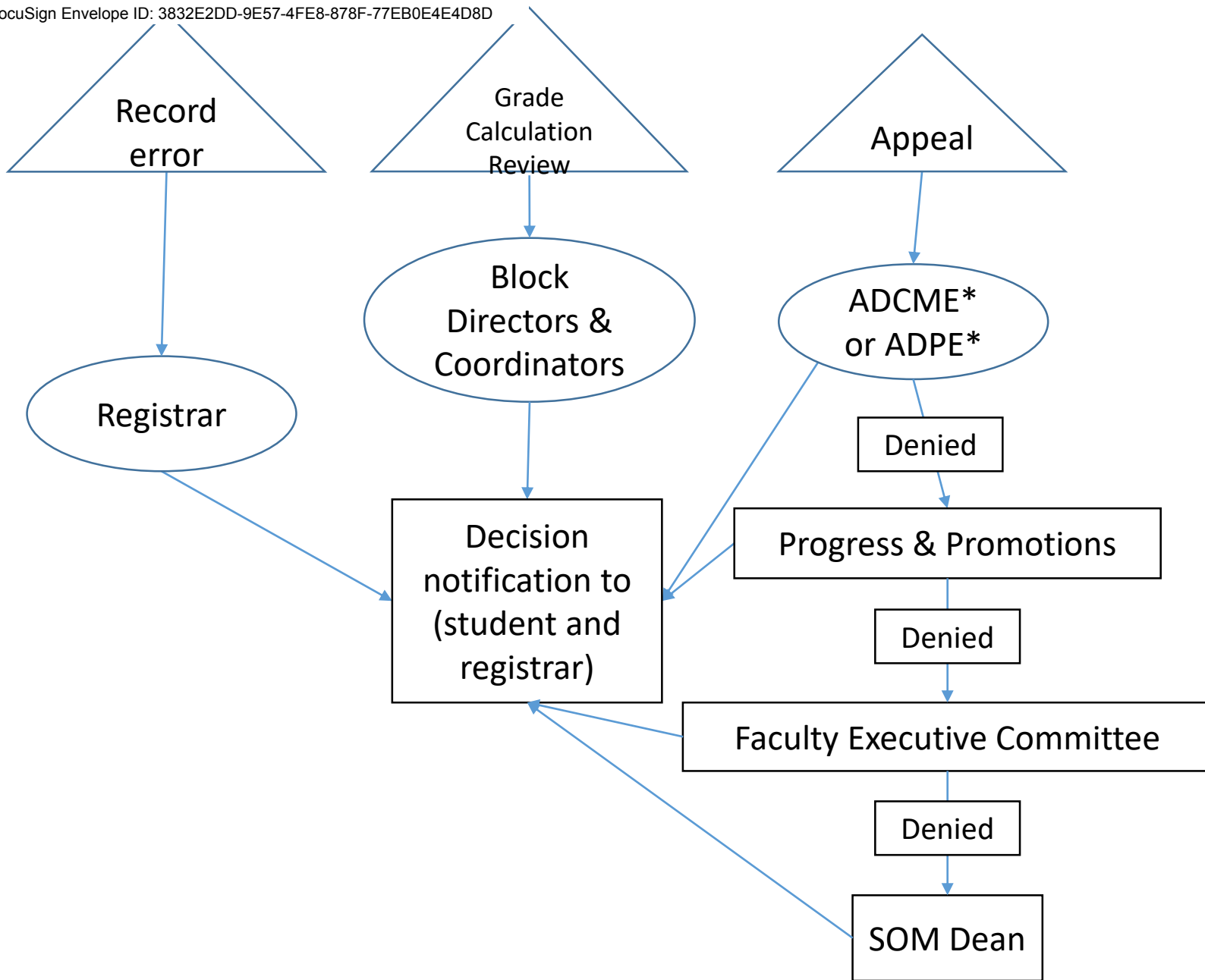
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UCR SOM Student Grade Appeals Process

*In consultation with SADME