

<p>UC Riverside, School of Medicine Policies and Procedures Policy Title: Summary Assessment or Course Grade Appeal Policy Number: 950-06-013</p>
--

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; 02/02/2025
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 Processes and Procedures

Step 1: Student reviews grade

- a. A student is responsible for reviewing their course/clerkship/selective/elective grade upon release. The grade consists of both the letter grade assigned (e.g. P/F, H/HP/P/F) and any narrative comments on their performance.
- b. 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.
- c. If the record is accurate however the student does not understand how their grade was formulated or calculated, the student moves to step 2.

Step 2: Student requests review of formulation and calculation of grade

- a. 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.
- b. 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).

- c. Directors are required to respond, either in-person, video conferencing, or via email, to the request by explaining how the grade and/or summary evaluation ratings and comments were determined.

Step 3: Student appeal of grade to the director

If students wish to challenge a grade or narrative summary evaluations, they may appeal directly to the block course, module, clerkship, selective or elective director, within 2 weeks of receiving the grade clarification. 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.

Step 4: Student appeal of grade to the Associate Dean

- a. 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.
- b. The Executive Associate/Associate Dean will provide a determination on the appeal to the student. Communications of this decision will occur within 2 weeks of the submission of the appeal.

Step 5: Student appeal of grade to the Progress and Promotions Committee (PPC)

If a student still wishes to challenge a grade or course evaluation, an appeal can be made to the medical school PPC. Appeals of the decision of the Associate Dean must be made to the PPC within 2 weeks of receiving the decision of the appeal. Communication of the decision of the PPC will be within 6 weeks.

Step 6: Student appeal of grade to the Faculty Executive Committee (FEC)

If a student still wishes to challenge a grade or course evaluation, an appeal can be made to the medical school FEC within 2 weeks of receiving the decision of the PPC appeal. Communication of the decision of the FEC will be within 6 weeks.

Step 7: Student appeal of grade to the Dean

If a student still wishes to challenge a grade or course evaluation, a final appeal can be made to the Dean. Communication of this decision will occur within 4 weeks of the submission of the appeal.

III. Related Information

See attached Flow Chart for Grade Appeal Process.

Approvals:

MEDICAL EDUCATION COMMITTEE APPROVAL: 02/20/2025

Signed by:

Pablo Joo

83F39F80F35F448...

3/5/2025 | 11:12 PM PST

**PABLO JOO., MD,
SENIOR ASSOCIATE DEAN, MEDICAL EDUCATION
SCHOOL OF MEDICINE**

DATE

Signed by:

Paul Hackman

BC5CF44DC0494EA...

3/5/2025 | 10:15 PM PST

**PAUL HACKMAN, J.D., L.L.M.
CHIEF COMPLIANCE AND PRIVACY OFFICER,
SCHOOL OF MEDICINE**

DATE

Signed by:

Deborah Deas

870C12B416E84CB...

3/6/2025 | 10:14 AM PST

**DEBORAH DEAS, M.D., M.P.H
VICE CHANCELLOR, HEALTH SCIENCES
DEAN, SCHOOL OF MEDICINE**

DATE

SUMMARY ASSESSMENT OR COURSE/CLERKSHIP/SELECTIVE/ELECTIVE GRADE APPEAL

Step 1: Student Reviews Grade

- a. Students must review their assigned grade (e.g., P/F, H/HP/P/F) and any narrative comments upon release.
- b. If a student finds a potential error, they should consult the SOM Registrar to have it corrected if an error is verified.
- c. If the grade is accurate but unclear how it was formulated, the student proceeds to Step 2.

Step 2: Student Requests Grade Review from the director

- a. Students have up to **2 weeks** after receiving their grade or evaluation to seek clarification from the director of the clerkship, block, course, or elective. The student must submit a request for grade review via the appropriate Y1, Y2, Y3 clerkship or Y4 coordinator.
- b. Directors should reassess the student's evaluation data and consider any new relevant information (e.g., a student-provided letter with context).
- c. Directors must respond via in-person meeting, video call, or email, explaining how the grade and/or evaluation was determined.

Step 3: Student appeal of grade to the director

YEAR 1 and 2

If students wish to challenge a grade or narrative summary evaluations, they may appeal to the block course, module, or elective director, within **2 weeks** of receiving the grade clarification.

All appeals must be in writing and contain the basis for the appeal and submitted to the appropriate Y1 or Y2 coordinator.

ADPE reviews the block directors appeal decision to ensure consistent application of rubric, standards and alignment with relevant policies

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.

Step 4: Student appeal of grade to the Associate Dean

YEARS 1 and 2

a. Appeals of any decision by the director must be made within **2 weeks** of that decision, and are then reviewed by the Executive Associate Dean for Preclerkship Medical Education, in consultation with the Senior Associate Dean of Medical Education.

b. The Executive Associate Dean will provide a determination on the appeal to the student. Communications of this decision will occur within **2 weeks** of the submission of the appeal.

Step 3: Student appeal of grade to the director

YEAR 3 and 4

If students wish to challenge a grade or narrative summary evaluations, they may appeal to the clerkship, course, selective or elective director, within **2 weeks** of receiving the grade clarification.

All appeals must be in writing and contain the basis for the appeal and submitted to the appropriate Y3 clerkship or Y4 coordinator.

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.

Step 4: Student appeal of grade to the Associate Dean

YEARS 3 and 4

a. Appeals of any decision by the director must be made within **2 weeks** of that decision, and are then reviewed by the Associate Dean for Clinical Medical Education, in consultation with the Senior Associate Dean of Medical Education.

b. The Associate Dean will provide a determination on the appeal to the student. Communications of this decision will occur within **2 weeks** of the submission of the appeal.

Step 5: Student appeal of grade to the Progress and Promotions Committee (PPC)

If denied in Step 4 and a student still wishes to challenge a grade or course evaluation, an appeal can be made to the medical school PPC. Appeals of the decision of the Associate Dean must be made to the PPC within **2 weeks** of receiving the decision of the appeal. Communication of the decision of the PPC to the student will be within **6 weeks**.

Step 6: Student appeal of grade to the Faculty Executive Committee (FEC)

If denied in Step 5 and a student still wishes to challenge a grade or course evaluation, an appeal can be made to the medical school FEC within **2 weeks** of receiving the decision of the PPC appeal. Communication of the decision of the FEC will be within **6 weeks**.

Step 7 - Student appeal of grade to the Dean

If denied in Step 6 and a student still wishes to challenge a grade or course evaluation, a final appeal can be made to the Dean. Communication of this decision will occur within **4 weeks** of the submission of the appeal.