



SCHOOL OF MEDICINE POLICY ON GRADE AND EVALUATION APPEALS

Issue Date: December 1, 2023

Supersedes: *School of Medicine Policy on Grade and Evaluation Appeals* dated June 22, 2022

Last Review: December 1, 2023

I. PURPOSE

The purpose of this policy is to outline the process for grade and evaluation appeals for students in the New York Medical College School of Medicine (NYMC SOM) M.D. Program.

II. POLICY

It is the policy of NYMC SOM that all medical students have the opportunity to review and to challenge their educational records (LCME Element 11.6)-

III. SCOPE

This policy applies to all medical students, faculty and clinical education programs.

IV. DEFINITIONS

LCME Element – 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.

N/A

V. PROCEDURES

A. Grade Appeals

1. All students enrolled in the M.D. Program who wish to appeal a non-NBME examination/course/clerkship/ elective final grade or narrative evaluation may do so within **10 business days** of the receipt of these evaluations.
2. The criteria for grade appeals requires evidence of incorrect academic evaluations such as suggestion of bias,

- calculation/other error, or suggestion of mistreatment.
3. When appealing an clinical skills exam grade, the request must be submitted within **five (5)** business days. The entire clinical skills exam will be rescored if the exam meets the criteria for the appeals process. The grade may go up, go down, or remain the same. There is no additional opportunity to appeal after this rescore.
 4. In the case of an appeal, students must document the basis for their appeal as being one of the criteria listed above using the quote "SOM grade appeal form" and by the following the procedures outlined below:
 - a. First legal of appeal – student’s appeal to the course/clerkship director (“Director”). The director will review the student’s documented concerns and available evidence for the appeal. The director will make a final decision within 10 business days of receiving the student’s initial request.
 - b. Second level of appeal - if a student is not satisfied with the outcome of their initial appeal, the student may choose to escalate their appeal. In this case, the student would issue their appeal in writing within **ten (10) business days** to the Assistant Dean for that phase of the curriculum, who will appoint an ad hoc faculty Grade Appeal Subcommittee (“Committee”) of up to three (3) faculty members who have no role in the determination of the student’s grade in question.
 - i. The charge of the committee is to determine if due diligence was followed and a reasonable course of action was taken by the director, and not to re-grade the student. The Committee shall proceed from the assumption that the course grade was justified and the burden of proof (that due diligence was not followed and/or a reasonable course of action was not taken) shall lie with the student.
 - ii. The Committee will review the student’s grade appeal and any additional evidence the student submits to the committee. The committee shall have the authority to investigate the matter fully and to request material from and/or speak to the director and/or the student.
 - iii. The student will be given an opportunity to present their concerns and answer questions raised by members of the Committee.
 - iv. The Committee will issue a final decision within ten (10) business days of receiving the student’s appeal.

- v. The decision of the committee is final and no further appeal is available.

VI. EFFECTIVE DATE

This policy is effective immediately.

VII. POLICY MANAGEMENT

Executive Stakeholder: Dean of the School of Medicine
Oversight Office: Office of Undergraduate Medical Education

VIII. REFERENCES

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.