

## CSP Policies & Procedures

### Process for Grade Appeals

Grade Appeals – Generally speaking, once grades are submitted they are only revised when there has been a clerical or procedural error. **If a student believes that a grade in a course has been assigned on any basis other than academic grounds, he or she may appeal his or her grade.**

#### Step 1 – Appeal to IOR

1. A student who wishes to appeal a Y mark or an F grade must submit a Grade Appeal Petition to the Instructor of Record within ten workdays of the date on the email notifying him/her of the deficiency or notifying him/her where grades can be found. A student who does not initiate an appeal within the stated time limit waives any right to appeal the grade in question.
2. The Instructor of Record will decide the most appropriate action to take in considering the student's appeal, which may include, but is not limited to:
  - a. acting on the appeal directly,
  - b. referring the appeal to a course committee,
  - c. requesting the student meet with the Instructor of Record or course committee, or
  - d. requesting input from faculty members involved in the item under appeal.
3. A student request to appear in person before those considering the grade appeal must be granted. A student may bring a faculty advocate to her/his grade appeal hearing.
4. The Instructor of Record shall render a decision regarding the student's appeal within five work days after completion of any meetings concerning the appeal, and shall complete and send the Grade Appeal Petition according to form directions.
5. It is recognized that 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.

#### Step 2 – Appeal to Committee on Student Promotions

1. Should the issue fail to be resolved to the student's satisfaction by the Instructor of Record, the student may appeal the decision in writing to the Committee on Student Promotions within ten workdays after the date on the official notification from the Instructor of Record. In general, for a successful appeal, the student will need to demonstrate that a decision of the course was:
  - a. arbitrary or capricious,
  - b. made in bad faith, or
  - c. in violation of the School of Medicine's Academic Policies.
2. The Committee on Student Promotions will review the student's Grade Appeal Petition and will allow the student to appear in person and/or present new information not previously presented to the Instructor of Record. A student may bring a faculty advocate to her/his grade appeal hearing.
3. The Committee on Student Promotions shall determine the final grade and send written notification of the decision to the student, the IOR and the Registrar's Office within 10 workdays of appeal meeting.
4. The decision of the Committee on Student Promotions is final.