



## Grade and Evaluation Inquiry and Appeal

### Roles and Responsibilities

Policy Contact(s)	Associate Dean for Student Affairs
Responsible	Office for Student Affairs, Course and Clerkship Directors; Grading Committees
Accountable	OSA, Registrar, Course and Clerkship Leaders, and Medical Students
Consulted	MEAC, CCC, Advancement
Informed	Course and Clerkship Directors, Grading Committees, Clerkship Directors, and Medical Students

### LCME Standard

#### 9.8 Fair and Timely Summative Assessment

A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.

#### 9.9 Student Advancement and Appeal Process

A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.

### Policy

If a student believes that a summative grade or evaluation contains an error or inaccuracy or has been given in an arbitrary or capricious manner, the student may request an inquiry within 14 days of receiving the grade/evaluation.

#### Grade/Evaluation Inquiry

- The student formally requests in writing a meeting with the course/clerkship director within 14 days of receiving the grade/evaluation. The request must include rationale for the grade inquiry.

- The course/clerkship director has 14 days after receiving the inquiry to meet with the student to clarify the various components contributing to the grade/evaluation in question and document the rationale for the student record.

### **Grade/Evaluation Appeal**

- If the concern remains unresolved within 7 days after the course/clerkship director's meeting, or the student is not satisfied with the outcome of the grade inquiry, the student may proceed with a formal written appeal to the course/clerkship director which includes rationale for the grade appeal. This will become part of the permanent student record.
- A course/clerkship grading committee will convene to review the appeal along with any relevant documentation and will make a final determination within 30 days of the appeal.
- The outcome of the appeal may result in a change to the final grade (higher or lower) and/or a change to the summative comments. The committee may also decide no change is warranted.
- The decision of the course/clerkship grading committee for a grade of Pass or above is final.
- If the student receives a failing summative grade and the grade remains unchanged after the above inquiry and appeal process, the student may request an independent appeal hearing through the SOM Appeal Committee (See Appeal Policy).

For extramural electives, the student should refer to any site-specific appeals process. If none exist, they may submit their concerns in writing directly to the faculty member and/or course director at the site and should inform the SOM Office of Student Affairs.

### **Forms**

MS Forms Grade Inquiry TBD

### **Related Policies/Procedures**

Appeals Process

UMB Policy for Review of Alleged Arbitrary and Capricious Grading

### **History**

Revised: May 2025

Approved: CCC, March 17, 2020; July 15, 2025