

SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY

POLICY AND PROCEDURE

DEPARTMENT:	College of Medicine
EFFECTS:	<input type="checkbox"/> School of Health Professions <input type="checkbox"/> School of Graduate Studies <input checked="" type="checkbox"/> College of Medicine <input type="checkbox"/> College of Nursing <input type="checkbox"/> School of Public Health
SUBJECT AND KEY WORDS:	Grade Appeals
PREPARED BY:	Associate Dean of Foundations of Medicine and Associate Dean for Clinical Medicine
REVIEWED BY:	Education Leadership Team, Dean's Council for Education, Dean's Cabinet for Education, Vice Dean for Education;
APPROVED BY:	Dean's Council for Education
APPROVAL DATE:	November 2024 (to start AY 2025-26)
DISTRIBUTION:	Handbook, Policy Website

Purpose: This policy was created to explain student grade appeals process.

Policy:

Foundation Years

A student who is dissatisfied with a grade received in the Unit summative assessments should first attempt to resolve the matter by meeting with the Unit director. If the student, after attempting such a resolution, is still not convinced that the grade reflects accurate and fair assessment, s/he has the right to appeal the grade. To initiate the grade appeal process the student must submit a formal written appeal to the Associate Dean for Foundations of Medicine. The Associate Dean for Foundations of Medicine may direct the appeal review of the grade in the competency of Patient Care to the Associate Dean for Clinical Competencies. The appeal of a grade received in Gateway 1 or Gateway 2 must be submitted to the Associate Dean for Clinical Competencies and copied to the Associate Dean for Foundations of Medicine. The student must submit the written appeal within the ten (10) business days from receiving his/her grades. The student is also provided with an opportunity to discuss his/her grade appeal with the Associate Dean. Upon completion of the grade appeal review, the student is notified of the final decision of the Associate Dean within ten (10) business days of his/her grade appeal submission or meeting with the Associate Dean, whichever comes last. The notification is also copied to the Associate Dean for Student & Curricular Affairs and the Associate Dean and Director of Assessments.

Clinical Years

Criteria for Appeal

A student may submit an appeal only if one or both of the following criteria are met:

1. Error in Evaluation or Exam Administration – This includes mistakes in the evaluation process, clinical evaluations, and all other summative examinations, such as computational errors, for example, or procedural errors in exam administration. Please note that the scores provided by the NBME are verified and final and cannot be changed through this process.
2. Error in Grade Calculation or Reporting – This includes miscalculations or clerical errors in determining or recording evaluations or grades.

If neither criterion is met, the appeal will not proceed. If one or both criteria are met, the appeal process will advance for further review in the official appeals process.

Grade Appeal Process:

Step 1: Initial Meeting/Discussion

A meeting with the Clerkship Director for clarification is the first step. If the Clerkship Director is unable to resolve the student's issue, a student must obtain a link to a Qualtrics form from the Clerkship Director or Clerkship Coordinator and proceed to step 2. Links provided by others (for example, classmates) may incorrectly direct a student and therefore invalidate the appeal. Students should not reach out directly to an evaluator as this is considered a breach in professionalism.

Step 2: Appeal Submission

- Students must complete an appeal questionnaire, clearly explaining the perceived error in evaluation, exam administration, grade calculation, or reporting. Appeals must be submitted via Qualtrics within 14 calendar days from the date grades are posted in New Innovations. After the 14-calendar-day deadline, the grade is considered final, and no changes can be made.

Step 3: Review and Decision

- The appeal will be reviewed by the Associate Dean for Medical Education.

- If an error is confirmed, corrective steps will be taken.
- The student will be notified of the outcome of the appeal.

Central Oversight of Appeals Trends

To maintain and uphold academic integrity and professionalism, the following oversight measures will be implemented:

Trend Monitoring:

If a student submits two or more appeals, the Associate Dean for Medical Education will issue a formal communication acknowledging the pattern and reminding the student of the appeals process guidelines.

Professionalism Oversight:

If a student submits three or more appeals, they will be required to meet with the Associate Dean for Clinical Medicine and a Professionalism Committee representative. The Professionalism Committee will review the case to determine if a referral to the Academic Promotions Committee (APC) is warranted. The APC will assess whether the appeals reflect breaches in professionalism and may take further action as needed. Decisions made by the APC may be appealed in accordance with College of Medicine policies.