

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 Medical Education
REVIEWED BY:	Student Affairs; Dean's Council for Education;
APPROVED BY:	Dean's Council for Education
APPROVAL DATE:	February 18, 2020
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

If a student disagrees with a preceptor's evaluation or wishes to question the final clerkship course evaluation, the student must first contact and meet with the clerkship director or designee. Students are NOT permitted to approach their individual preceptors, site directors, attendings or resident supervisors to attempt to get clarification or a grade change.

If there still remains a concern, the student should schedule a meeting with the Associate Dean for Medical Education. The Associate Dean will record the student's concern and then meet with the clerkship director to review the case. The Associate Dean's decision will be final. A student has ONE MONTH after their official grade from a clerkship is received by the Office of the Registrar to challenge a grade with the clerkship director. After this one-month deadline, if the student has not made contact with the clerkship director regarding their grade, the grade and evaluation comments are considered final and NO changes can be made. If the clerkship director does not respond to the student within that month period, it is the responsibility of the student to contact the Associate Dean for Medical Education to inform them before the one-month period elapses. Written and/or electronic verification of attempted contact(s) and any correspondence between student and clerkship director will be required.

In the rare event that a student feels they are being subjected to mistreatment or bias on a consistent basis by someone who will grade them, the student has the option of requesting that the supervisor in question not be allowed to grade or assess them. In such a circumstance the student must notify the Associate Dean for Medical Education of the situation before any grading activity for the clerkship has begun. The student must meet with the Associate Dean and explain in person the basis of their complaint. The information will be held in confidence until all grades are submitted to the Clerkship Director and final grades are calculated. After the grade is finalized, the Associate Dean will investigate the complaint in a timely manner. If a reasonable likelihood of significant bias or mistreatment is confirmed, that supervisor's grade/assessment/comment will be removed from the student's record and the final grade will be reassessed by the clerkship director. Whether the supervisor in question is informed about the grade change is a decision to be made jointly by the student, the clerkship director and the Associate Dean for Medical Education