



Policy Title
Grade Appeal Policy

Identifier
USCSOMG - ACAF – 2.07

Prepared by: Office of Academic Affairs	Date: 03/22/2018
Reviewed by: Assistant Dean of Academic Affairs	Date: 06/08/2018
Approved by: Policy Review Committee	Date: 07/10/2018
Communicated to: USCSOMG Students	Date: 07/16/2018
	Effective Date: 07/16/2018

LCME Standards

9.9 – Student Advancement and Appeal Process

Scope

University of South Carolina (USC) School of Medicine Greenville students

Policy Statement

The procedures herein shall not extend to matters of grading student work where the substance of a complaint is simply the student's disagreement with the grade or evaluation of his/her work. Such matters shall be discussed by a student and his/her instructor; final authority shall remain with the instructor. Students have the right to be graded in an equitable manner, free from arbitrary bias or capriciousness on the part of faculty members. The basis of a student grievance shall be a violation of Teaching Responsibility policies contained in the Faculty Manual (http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf); or a violation of the policies on Protection of Freedom of Expression or Protection against Improper Disclosure, as stated in the Carolina Community. (<http://www.sc.edu/policies/ppm/staf628.pdf>)

Reason for Policy

This policy was created to ensure a fair and equitable appeal process that allows a medical student to appeal a grade when they can demonstrate that the grade inaccurately reflects their performance in a course, clerkship, or elective.

Procedures

Students who believe they have the right to grieve under this policy should, within 30 calendar days of receiving a grade, contact the Assistant Dean of Academic Affairs to review the appeals process.

I. Appeal of a Course Grade and/or Written Evaluation

1. Initiating an Appeal

- a. Students must submit all appeals in writing to the Course/Clerkship Director.
- b. Students must send copies of the appeal to the Associate Dean of Academic Affairs.
- c. The written appeal must clearly state the grievance.
- d. Students must initiate an appeal within 30 calendar days of notification of the grade or evaluation.

2. Appeal to the Course or Clerkship Director Level One

- a. The first level of appeal of a course grade and/or written evaluation is to the Course or Clerkship Director.
 - b. Should the Course or Clerkship Director determine that there is a reason to change the course grade or evaluation in the student's favor, the Director will send a request for revision to the Manager of Clinical Clerkship Education and Senior Assistant Director of Financial Aid and Student Records. If no reason for change is found, the course or Clerkship Director will inform the student that the grade or evaluation stands. In either event, the student must receive written notification of the Course or Clerkship Director's decision within ten working days of the student's appeal.
3. *Appeal to the Department Chair Level Two*
- a. If the student is dissatisfied with the decision of the Course or Clerkship Director, the student may appeal to the respective Chair of the Department.
 - i. The student may submit a written appeal the Course or Clerkship Director's decision to the respective Chair (i.e. Chair of Biomedical Sciences or respective Clinical Department Chair).
 - ii. The appeal must be made within 10 days of receiving the decision from the Course or Clerkship Director.
 - b. After consultation with the Course or Clerkship Director, the Department Chair may uphold the Director's decision or support the student appeal. Should the Department Chair determine that there is a reason to change the course grade or evaluation in the student's favor, the Department Chair will send a request for revision to the Manager of Clinical Clerkship Education and Senior Assistant Director of Financial Aid and Student Records. If no reason for change is found, the Chair will inform the student that the grade or evaluation stands. In either event, the student must receive written notification of the Department Chair's decision within ten working days of the student's appeal.
4. *Appeal to the Associate Dean of Academic Affairs Level Three*
- a. If the student is dissatisfied with the decision of the Department Chair, the student may submit a written appeal to the Associate Dean of Academic Affairs with a copy of the appeal to the Assistant Dean of Academic Affairs.
 - b. The written appeal must state grounds for the grievance.
 - c. The appeal must be made within 10 days of receiving the decision from the Department Chair.
 - d. The Associate Dean of Academic Affairs will then either:
 - i. Rule that the appeal lacks merit and will uphold the decision of the Department Chair.
 - ii. Rule that the appeal has the necessary merit for a hearing and will schedule a hearing on the appeal.
 - e. The Associate Dean of Academic Affairs decision is the final decision for Course grade or Written Evaluation appeals.

Sanctions

Additional Contacts

Office of Academic Affairs
Senior Assistant Director of Financial Aid and Student Records

Related Information

Please refer to the USC School of Medicine Greenville Student Handbook.

History

- Date of Change: 07/10/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI