



Policy Title
Grade Appeal

Identifier
UofSCSOMG - ACAF – 2.07

Prepared by: Office for Academic Affairs	
Reviewed by: Associate Dean for Curriculum	Review Date: 07/08/2019
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LCME Standards

11.6 – Student Access to Educational Records

Scope

University of South Carolina (UofSC) School of Medicine Greenville students, faculty and staff

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 module, clerkship, or elective. LCME requires that a medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.

Procedures

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

I. Appeal of a course grade or narrative assessment

1. *Initiating an Appeal*
 - a. Students must submit all appeals in writing to the Module/Clerkship Director.
 - b. Students must send copies of the appeal to the Associate Dean for Curriculum.
 - 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. *Level One: Appeal to the Module or Clerkship Director*
 - a. The first level of appeal of a Module or Clerkship grade and/or written evaluation is to the Module or Clerkship Director.
 - b. Should the Module or Clerkship Director determine that there is a reason to change the Module grade or evaluation in the student's favor, the Director will send a request for revision of the final gradebook to the Director of Assessment, the Manager of Academic Affairs and Clinical Education, and the Manager of Financial Aid and Registration. If no reason for change is found, the Module or Clerkship Director will inform the student that the grade or evaluation stands. In either event, the student must receive written notification of the Module or Clerkship Director's decision within ten working days of the student's appeal.
3. *Level Two: Appeal to the Department Chair*
 - a. If the student is dissatisfied with the decision of the Module or Clerkship Director, the student may appeal to the respective Chair of the Department with a copy of the appeal to the Associate Dean for Curriculum
 - i. The student may submit a written appeal the Module 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 Module or Clerkship Director.
 - b. After consultation with the Module 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 Module or Clerkship grade or evaluation in the student's favor, the Department Chair will send a request for revision of the final gradebook to the Director of Assessment, the Manager of Academic Affairs and Clinical Education, and Manager of Financial Aid and Registration. 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. *Level Three: Appeal to the Senior Associate Dean for Academic Affairs*
 - a. If the student is dissatisfied with the decision of the Department Chair, the student may submit a written appeal to the Senior Associate Dean for Academic Affairs with a copy of the appeal to the Associate Dean for Curriculum
 - 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 Senior Associate Dean for Academic Affairs is responsible for making the final decision for Module or Clerkship grades or Written Evaluation appeals. If a change to the grade is recommended, the Senior Associate Dean for Academic Affairs will send a request for revision of the final gradebook to the Director of Assessment, the Manager of Academic Affairs and Clinical Education, and Manager of Financial Aid and Registration.

N/A

Additional Contacts

Office for Academic Affairs

Director of Assessment

Manager of Financial Aid and Registration

Related Information

UofSC School of Medicine Greenville Student Handbook.

History

Date of Change	Change
July 2019	Added Director of Assessment to notification procedure. Editorial changes made due to branding updates and titles.
July 2018	Policy formalized into standardized template, LCME CQI