INTRODUCTION AND PURPOSE:

The purpose of this policy is to ensure the due process for student appeal of clinical assessment administered by the Chicago Medical School (CMS).

CANCELLATION:

This revision (10.28.19) replaces the previous version of the policy.

SCOPE AND APPLICABILITY:

This policy applies to all students appealing clinical grades and/or evaluation reports for required clerkship or sub-internship rotations.

POLICY STATEMENTS:

Students requesting a grade re-evaluation are required to submit a grade appeal within the time limits and in the prescribed manner. Failure to comply will result in a null and void appeal. It is considered unprofessional to appeal a grade directly to an individual faculty member or Site Director. Failure to comply may result in academic consequences for the student.

DEFINITIONS:

N/A

PROCEDURES:

GENERAL PROCEDURES FOR APPEAL OF A CLERKSHIP OR SUB-INTERNSHIP GRADE/EVALUATION REPORT

1) A student may appeal a grade/evaluation report within 4 weeks of the posting of the Final Grade Report to the learning management system (D2L Brightspace).
2) The appeal must be submitted using the CMS Clerkship/Sub-Internship Grade Appeal Form, which is posted within the learning management system. Only appeals submitted via the Grade

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Appeal Form will be considered.

PROCESS FOR APPEAL OF A CLERKSHIP OR SUB-INTERNSHIP GRADE/EVALUATION REPORT (SEPAC APPENDIX 1)

1) A student may appeal his/her grade/evaluation report to the Course or Clerkship Director, who will have one week to review it and render a decision. If the Course or Clerkship Director supports the appeal and submits a new grade/report, it will replace the grade/report currently in the student’s record.

2) If the Course or Clerkship Director rejects the appeal, the student may appeal to the Department Chairperson, who will have one week to review it and render a decision. In the event of a conflict of interest the Dean will appoint a faculty member to review the appeal. If the Department Chairperson supports the appeal and submits a new grade/report, it will replace the grade/report currently in the student’s record. The Chair’s decision is final.

POINTS OF CONTACT:

The Office of Student Affairs and Education (847) 578-8324

REFERENCES AND RELATED POLICIES:

Student Evaluation Promotion and Awards Committee (SEPAC) Evaluation and Grading System
CMS Clerkship/Sub-Internship Grade Appeal Form
Clerkship Grading Policy
Sub-Internship Grading Policy
CMS Professionalism Policy
LCME Element 11.6

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