TITLE: Pre-Clerkship Grade Appeal Policy

SPONSOR: Office for Student Affairs and Education

EFFECTIVE DATE: November 25, 2019

INTRODUCTION AND PURPOSE:

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

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to all students appealing pre-clerkship final grades, including specific assessment components of the student’s record that contribute to the final course grade during the pre-clerkship curriculum.

POLICY STATEMENTS:

Students have the right to challenge the validity of an exam grade (with the exception of National Board of Medical Examiners’ exams) or other component that contributes to the final course grade, (eg., narrative assessment) or to request a final grade re-evaluation, but are required to submit their appeal within the required time limits and in the prescribed manner. Failure to comply will result in a null and void appeal.

DEFINITIONS:

N/A

PROCEDURES:

GENERAL PROCEDURES FOR CHALLENGING A SUMMATIVE EXAM GRADE:

1. For exams written by CMS faculty, specific instructions for exam question challenge procedures are detailed in the syllabus for each pre-clerkship course.
2. Challenges will not be permitted for questions from National Board of Medical Examiners’ (NBME) exams. However, students will receive a report on their performance in pertinent subject areas.

GENERAL PROCEDURES FOR CHALLENGING A NARRATIVE ASSESSMENT:

1. A student may appeal his/her narrative assessment report to the Course Director, who will have one week to review it and render a decision. If the Course Director supports the appeal and submits a revised narrative assessment, it will replace the assessment currently in the student’s record.
2. If the Course Director rejects the appeal, the student may appeal to the Executive Department Chairperson, who will have one week to review it and render a decision. If the Executive Department Chairperson supports the appeal and submits a new narrative assessment, it will replace the assessment currently in the student’s record. The Executive Department Chairperson’s decision is final.
3. If the Executive Department Chairperson is also the Block or Course Director receiving the appeal, an alternative Chairperson will be appointed to render the final decision.

GENERAL PROCEDURES FOR APPEALING A PRE-CLERKSHIP FINAL GRADE:

1. A student may appeal a course grade/evaluation report within 4 weeks (28 days) of the posting of the final grade to the learning management system (D2L Brightspace). The appeal must be submitted using the CMS Pre-clerkship Grade Appeal Form, which is posted within the learning management system. Only appeals submitted via the Pre-clerkship Grade Appeal Form will be considered.
2. If the Course Director rejects the appeal, the student may appeal to the Executive Department Chairperson, who will have one week to review it and render a decision. If the Executive Department Chairperson supports the appeal and submits a new final grade for the course, it will replace the grade currently in the student’s record. The Executive Department Chairperson’s decision is final.
3. If the Executive Department Chairperson is also the Block or Course Director receiving the appeal, an alternative Chairperson will be appointed to render the final decision.

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 Excused Absence Policy
CMS Professionalism Policy
Exam Administration Guidelines
LCME Elements 3.5, 9.9