



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"
College of Medicine - MD Program

GRADE APPEAL POLICY
CDU Policy 321.6
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Reviewed by the Pre-clerkship Phase Subcommittee: 8/16/2022
Date Reviewed by the Clerkship Phase Subcommittee: 12/7/2022
Date Approved by the Educational Policy and Curriculum Committee: 6/22/21
Revised Date/Review Date (at least 3 years from Effective Date): To be reviewed 6/22/2023
Supersedes (if necessary): N/A

POLICY STATEMENT

The policy of Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Medical Degree (MD) Program ensures that a student may appeal a course, clerkship, or elective final grade or a final summative evaluation within 15 business days of receipt of the final grade.

PROCEDURES

- Step 1: The student meets with the course, clerkship, or elective director. If a resolution is reached and a grade change is warranted, the director submits a request to the Registrar's Office to record the grade change. If no resolution is reached, the student may submit a formal appeal.
- Step 2: The student may choose to appeal if not satisfied with the initial decision of the course, clerkship, or elective director. The formal appeal is submitted in writing to the associate dean for education, who will discuss the appeal with the director. If the matter is not resolved to the student's satisfaction, the associate dean for education will convene an ad hoc committee of 2-3 other faculty to review the appeal. The review will include consultation with the director and the student. The committee will determine whether the grade should be changed. If the committee determines there are compelling reasons to change the grade and that a different grade should be awarded, the associate dean for education will notify the registrar in writing of the new grade and inform the student in writing within 10 business days of receipt of the formal appeal.
- Step 3: The student may appeal to the dean in writing if unsatisfied with the decision of the associate dean for education within 2 business days of receipt of written notification. The dean will review the two previous decisions from a procedural standpoint. The dean may uphold the decision of the associate dean for education or conduct further review. The dean will communicate the outcome of his/her decision in writing to the student within 10 business days of receipt of the student's appeal. If a grade change is warranted, the dean will submit a request to the Registrar's Office to record the grade change.

DEFINITIONS

There are no definitions associated with this policy.

RELATED INFORMATION

- LCME Standards, Publications, & Notification Forms <https://lcme.org/publications/>

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date