

**Indiana University School of Medicine - Competency Appeal Process
Level 1 Appeal Form**

Student Name

Academic Year

Course/Clerkship Title

Dates of Course/Clerkship

Course/Clerkship # (if known)

Submission Date

Student summary of concerns and rationale for grade appeal (attach additional documentation if needed):

Note: Completed appeal form MUST be received by the appropriate Competency Director or Course/Clerkship Director, whoever assigned the grade, within 1 week of grade posting. STUDENT SUBMITS COMPLETED LEVEL 1 FORM TO THE COMPETENCY DIRECTOR OR COURSE/CLERKSHIP DIRECTOR

OFFICE USE ONLY

date received

Appeal Received by Course/Clerkship (or Competency) Director within 1 week of grade posting. (The Course/Clerkship Director forwards the appeal to the Competency Director.)

meeting date

Competency Director met with the student via phone or in person within 1 week of receipt of student written request to discuss the concerns.

date sent

Competency Director notified the student and submitted completed Level 1 form to SADMSE, who then notifies the Registrar and, if appropriate, the Center Director of the new grade or declination within 1 week of meeting of the Competency Director's decision.

Check One: Approved Declined

If Approved, a new grade is submitted.

If Declined, the student may advance the grade appeal process to the next level (Level 2) if desired.

Competency Director Summary of Decision (attach additional documentation if needed):

Competency Director Name (Printed)

Competency Director Signature