

Grade Appeal Policy*

If a student disagrees with a failing Course/Clerkship grade and wishes to appeal it, the student must email the course/clerkship director no later than 1 week after the grade has been posted. The email must include: the Course/Clerkship title, dates of the Course/Clerkship, and the rationale for the grade appeal. Within 1 week of receiving the email the Course/Clerkship director and the student will discuss the concerns either in person or by phone. The student and the Senior Associate Dean for Medical Student Education (SADMSE) will then be notified in writing within 1 week of the Course/Clerkship director's decision.

If the student does not agree with the Course/Clerkship director's decision and wishes to file a second level appeal, the student must email the Chair of the Academic Standards Committee (ASC), and if appropriate, the Center Director within 1 week of receiving the Course/Clerkship director's decision. The ASC will have 2 weeks to review the grading procedures followed in assigning the Course/Clerkship grade and decide to either uphold the Course/Clerkship director's decision or if grading procedures have not been followed, to grant the student's appeal. The decision of the ASC will be sent to the SADMSE who will notify the student, the Registrar, Course/Clerkship director, and if appropriate the Center Director of the decision.

A third and final appeal can be made, in writing, within 1 week of the notification of the ASC's decision to the Executive Associate Dean for Educational Affairs (EAD). The EAD will review the appeal and notify all involved parties of the final decision within 2 weeks of the notification.

*see (website - click [here](#)) for the Indiana University School of Medicine Formal Grade Appeal Process – Check List which must accompany the appeal.

Competency Appeal Process*

If a student does not agree with an isolated deficiency or an Unsatisfactory being assigned related to one of the Competencies, the student must email the appropriate Competency Director or Course/Clerkship Director, whoever assigned the grade, no later than 1 week after the deficiency has been posted. The email must include: the name of the Competency, and if the deficiency was assigned within a Course/Clerkship, the name of that Course/Clerkship and the dates of the Course/Clerkship, as well as the rationale for the grade appeal. Within 1 week of receiving the email, the Competency director and the student will discuss the concerns either in person or by phone. The student and the SADMSE will then be notified in writing within 1 week of the Competency director's decision.

Dates of Approval

BSC: 9/24/13

CCCC: 10/1/13

CCSC: 10/8/13

If the student does not agree with the Competency director's decision and wishes to file a second level appeal, the student must email the Chair of the Academic Standard Committee (ASC), the Senior Associate Dean for Medical Student Education (SADMSE) and if at a regional campus, the Center Director within 1 week of receiving the Competency director's decision. The ASC will have 2 weeks to review the grading procedures followed in assigning the Competency assessment and decide to either uphold the Competency director's decision or if grading procedures have not been followed, to grant the student's appeal. The decision of the ASC will be sent to the SADMSE who will notify the student, the Registrar, the Competency director and the Course/Clerkship director and Center Director (if appropriate) of the final decision.

A third and final appeal can be made, in writing, within 1 week of the notification of the ASC's decision to the Executive Associate Dean for Educational Affairs (EAD). The EAD will review the appeal and notify all involved parties of the final decision within 2 weeks of the notification.

*see (website - click [here](#)) for the Indiana University School of Medicine Formal Grade Appeal Process – Check List which must accompany the appeal.

OSCE Appeal Policy*

If a student fails the end of third year OSCE and wishes to appeal, the student should email the Senior Associate Dean for Medical Student Education (SADMSE) no later than 1 week after the grade has been posted. The email must include a rationale for the grade appeal. Within 1 week of receiving the email the SADMSE and the student will discuss the concerns either in person or by phone. The student will then be notified in writing within 2 weeks of the SADMSE's decision. This period of time may be required to review OSCE performance as part of the appeal process.

If the student does not agree with the SADMSE's decision and wishes to file a second level appeal, the student must email the Chair of the Academic Standard Committee (ASC) and if at a regional campus, the Center Director, within 1 week of receiving the SADMSE's decision. The ASC will have 2 weeks to review the grading procedures followed in assigning the score and decide to either uphold the SADMSE's decision or if grading procedures have not been followed, to grant the student's appeal. The decision of the ASC will be sent to the SADMSE who will notify the student, the Registrar, and Center Director (if appropriate) of the final decision.

Dates of Approval

BSC: 9/24/13

CCCC: 10/1/13

CCSC: 10/8/13

A third and final appeal can be made, in writing, within 1 week of the notification of the ASC's decision to the Executive Associate Dean for Educational Affairs (EAD). The EAD will review the appeal and notify all involved parties of the final decision.

*see (website - click [here](#)) for the Indiana University School of Medicine Formal Grade Appeal Process – Check List which must accompany the appeal.

Dates of Approval
BSC: 9/24/13
CCCC: 10/1/13
CCSC: 10/8/13