

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE
ADMINSTRATIVE MEMORANDUM**

SUBJECT: Challenging Student Grades Policy

I. PURPOSE AND SCOPE

- A. To inform UH College of Medicine faculty, staff, and students of the policy and procedure for student course and clerkship grade appeals.
- B. To ensure the UH College of Medicine complies the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standard 10.3.

II. BACKGROUND

The course or clerkship director is the primary authority with respect to a student's proficiency and final grade in that course/clerkship. A student who believes that his or her final grade reflects a mistake or a capricious, arbitrary, or prejudiced academic evaluation should follow the appeal process listed below.

III. POLICY

A. Appeal Procedure

- 1. A student who feels that he/she has an academic grievance, usually regarding an examination score or course grade, may attempt to informally resolve the concern by contacting the Course or Clerkship Director(s) within five (5) business days from the date the student knew or should have known of the academic concern.
- 2. Students not satisfied after attempting such resolution may file a formal written appeal with the Associate Dean for Medical Education (ADME) or designee within ten (10) academic business days from the date of the student's grade, narrative or final grade release to the electronic portfolio.
 - a. The written appeal must describe the rationale for the grievance in detail and propose a resolution.
 - b. Appeals claiming discriminatory treatment shall be processed under the Anti-Discrimination Policy, System Administrative Memorandum (SAM 01.D.07).
- 3. After filing a written appeal, the aggrieved student must meet with the Associate Dean for Education or designee to ensure factual accuracy of the basis for appeal within five (5) days.
- 4. The ADME will make a decision within 5 days of that meeting and inform the student.
- 5. If after being notified of the ADME's decision, the student feels that the College of Medicine did not properly follow its established procedures, then an additional written appeal related to procedural issues only may be forwarded to the UH College of Medicine Dean within ten (10) business days after receiving the ADME's final decision. This step exhausts the student's appeal options, wherein the Dean's decision is final.
- 6. The student continues in the curriculum until the appeal process is exhausted unless the student's continuance poses a safety concern.

IV. MONITORING OF THIS POLICY

- A. The Office of Medical Education oversees this process.

Approval History		
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Curriculum Committee	Approved	April 8, 2020
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