

Policy Name:	Final Grade Appeals
Original Approval Date:	09-18-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	06-17-2022
Related LCME Element(s) (if any):	11.6

A. Policy – Faculty are best qualified to judge the performance and capabilities of students in the courses/clerkships here at LSU School of Medicine in Shreveport. Course directors have the responsibility for their respective courses/clerkships and associated learning activities. These individuals are responsible for the evaluation of students within their respective courses/clerkships, according to the published guidelines for those respective courses/clerkships. Course directors establish the mechanisms for the ongoing evaluation of students within their courses/clerkships in accordance with the evaluation policies set forth by the School of Medicine’s Medical Curriculum Council (MCC).

A student who believes that his or her final course/clerkship grade or evaluation is unjust or inaccurate may appeal that decision formally. The student is responsible for initiating the appeals process for a final course grade within 10 working days after the grade is posted with the Registrar. This appeals process is for final course grades only; students who wish to appeal grades received for examinations, quizzes, or laboratories, must resolve their appeals with the course/clerkship directors. The instructor of record will have the final authority for assignment of grades in all courses.

B. Purpose – This policy outlines the procedure for the appeal of a course grade for any portion of the medical education curriculum.

C. Scope – This policy applies to all School of Medicine students.

D. Procedure/Process –

There are two levels of appeal, one to the administrative course director, and the second to the school’s administration.

The first level of appeal is to the course director for that course/clerkship.

- The student should submit a letter of appeal to the course/clerkship director who assigned the grade within 10 working days of the date the official grade was posted. The appeal written by the student must clearly state the specific basis for the student’s dissatisfaction (e.g. why the grade is unjust, unfair, or was derived via a method different from that used to calculate other students’ grades) and the specific reparation sought.
- After receiving a written appeal from the student stating the basis of his/her dissatisfaction and the reparation sought, the course director shall have 10 working days to do the following: review the appeal, meet with the student and with relevant faculty (if deemed necessary by the course director), formulate and deliver a written response to the student.
- If a solution is reached between the student and course/clerkship director and it requires changing a final grade in an official LSU System record, the faculty member must comply with all University System regulations and procedures necessary to accomplish the grade change.

If the student remains dissatisfied with the grade or evaluation after receiving the response to his/her appeal from the course director, the student will have 5 working days from the receipt of that response to make a

final appeal in writing to the Academic Success Council– Appeals Subcommittee through the Director for Academic Affairs. The Director of Academic Affairs shall notify the Chair(s) of the Academic Success Council, the relevant course/clerkship director and the Associate Dean from Academic Affairs of the appeal.

1. The written request must clearly state the specific basis for the student’s dissatisfaction (e.g. why the grade is unjust, unfair, or inaccurate).
2. The written request must explain what the student believes is an acceptable outcome and the reparation sought.

The Academic Success Council – Appeals Subcommittee will have 10 working days from the date of receipt of the request to do the following: review the appeal, meet with the student and with relevant faculty (if deemed necessary), formulate and deliver a written response to the student. In considering the grade appeal the Appeals Subcommittee will seek to determine: 1) whether or not the evaluation or grading procedure used in the case of the student was essentially the same as that used for all other students in the course/clerkship, 2) whether or not there is evidence of capricious, unjust or erroneous evaluation or grading sufficient to warrant referral of the case back to the department for reassessment of the student’s competence.

The Academic Success Council – Appeals Subcommittee will render a decision within 10 working days of the meeting. Using these criteria described above, the Appeals Subcommittee will either accept the original grade or evaluation as valid or refer the case back to the course director for reevaluation and/or grading of the student.

If the decision reached requires changes in an official university record, the faculty of the department or course/clerkship must comply with all university regulations and procedures necessary to accomplish the change.

If the student is not satisfied with the Appeals Subcommittee’s decision, the student will have 5 working days from the receipt of that response to make a final appeal in writing to the Dean of the School of Medicine

1. The written request must clearly state the specific basis for the student’s dissatisfaction (e.g., why the grade is unjust, unfair, or inaccurate).
2. The written request must explain what the student believes is an acceptable outcome and the reparation sought.

The Dean will have 10 working days from the date of receipt of the request to do the following: review the appeal, meet with the student and with relevant faculty (if deemed necessary), formulate and deliver a written response to the student. The Dean will render a decision based on the written appeal and his/her review of all documentation and investigation.

The decision of the appeal reached by the Dean represents the final level of due process for appeal of a final course/clerkship grade in the School of Medicine.

E. Revision History –

- 06-17-2022: Role of Academic Success Council – Appeals Subcommittee added. Time frame added for final appeal to the Dean.