



Charles R. Drew University of Medicine and Science

"A Private University with a Public Mission"

GRADE APPEAL POLICY

POLICY: # 321.6

Supersedes: 321.6 version 06/22/2021 and 09/24/2024

Issuing Officer: Dean, College of Medicine

Responsible Office: Office of Medical Education

Effective EPCC Date: 09/16/25

Effective University Date: 10/10/2025

Next Review Date: 09/16/28

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to have set in place processes whereby medical students may formally appeal a final grade or narrative evaluation received in a required or elective clinical course, including clerkships, subinternships, and electives. The goal is to ensure transparency, fairness, and consistency in the evaluation process.

II. POLICY STATEMENT:

The policy of Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Doctor of Medicine (MD) Program ensures that a student may appeal a course, clerkship, or elective final grade and/or clinical or a final narrative assessment within 10 business days from when the final grade is posted in One45.

III. POLICY:

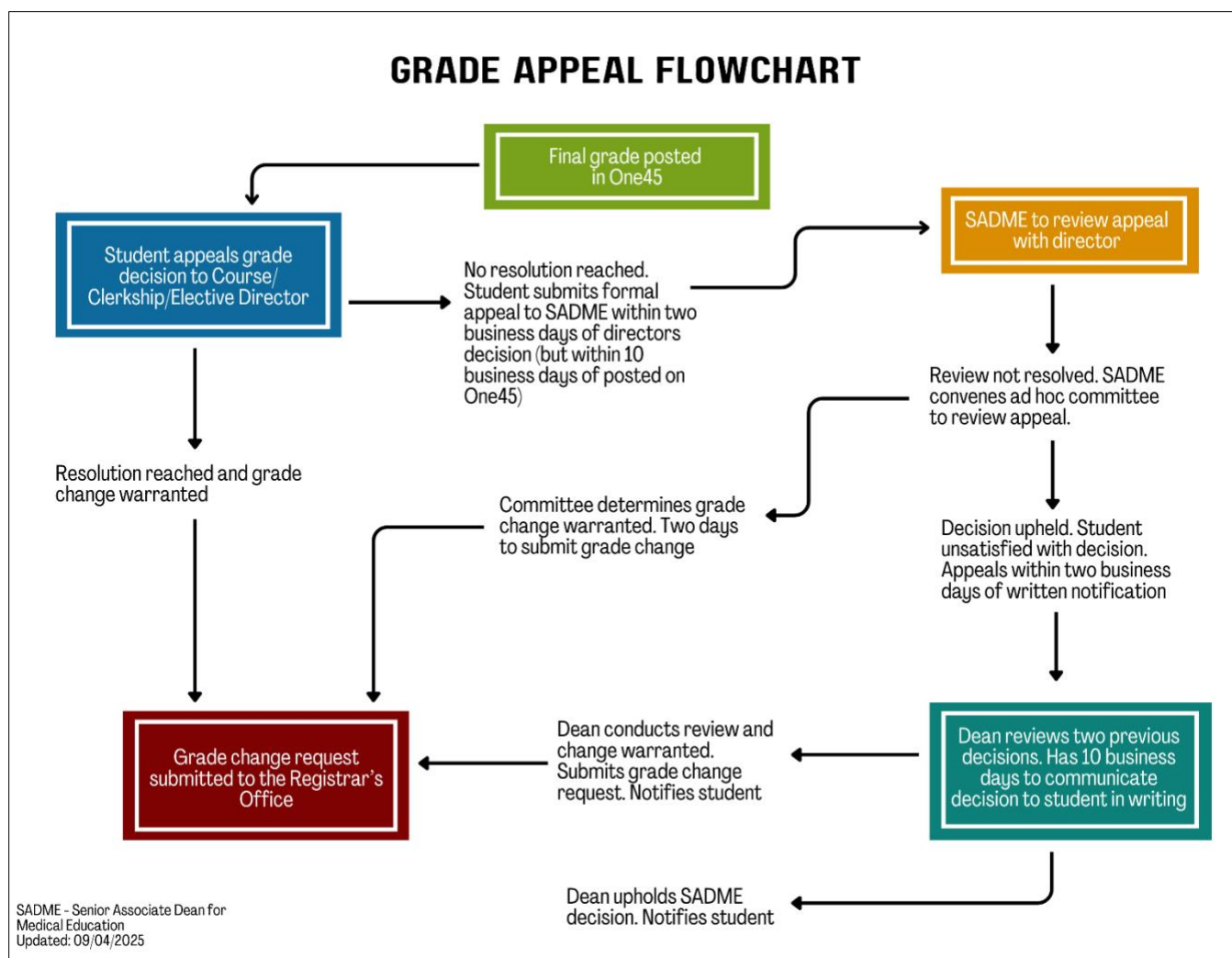
Step 1: The student meets with the course, clerkship, or elective director. If a resolution is reached and a grade change is warranted, the director submits a request to the Registrar's Office to record the grade change. If no resolution is reached, the student may submit a formal appeal within 10 business days from when the final grade is posted in One45.

Step 2: The student may choose to appeal if not satisfied with the initial decision by the course, clerkship, or elective director. The formal appeal is submitted in writing to the senior associate dean for medical education (SADME) within two (2) business days of the course, clerkship or elective director's decision; the SADME will discuss the appeal with the director. If the matter is not resolved to the student's satisfaction, the SADME will convene an ad hoc committee of two (2) to three (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 and/or narrative assessment should be changed. Accepted reasons for appealing a narrative assessment in a required medical school clerkship or an elective include:

- **Factual inaccuracies** in the assessment (e.g., incorrect statements about performance, attendance, or behavior).
- **Bias or unfair treatment** by the evaluator, including evidence of discrimination or personal conflict.
- **Lack of alignment with documented performance** (e.g., assessment contradicts evaluations from other supervisors or objective data).
- **Failure to follow institutional assessment policies** (e.g., missing required feedback sessions or evaluation criteria).
- **Inadequate or vague feedback** that does not justify the given assessment or grade.
- **Procedural errors** in the evaluation process (e.g., wrong evaluator, missing components).
- **New evidence** that was not available at the time of the original assessment (e.g., corrected records or additional evaluations **obtained prior to the end of the clerkship**).

If the committee determines there are compelling reasons to change the grade and/or narrative assessment and that a different grade should be awarded, the SADME will notify the Registrar's Office in writing of the new grade and inform the student in writing within ten 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 SADME within two 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 SADME 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.



V. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

One45 is the web-based program management and evaluation system used in medical education.

VI. RELATED POLICIES:

No related policies

VII. RELATED LINKS:

LCME Standards, Publications, & Notification [Forms](#)

VIII. POLICY HISTORY:

Review Dates:	Change Description:
06/22/2021	New policy. Reviewed by the Pre-clerkship Subcommittee (8/16/22) and the Clerkship Phase Subcommittee (12/7/22). Approved by the EPCC on 6/22/21.
09/24/2024	Reviewed by the Pre-clerkship Subcommittee (9/23/24) and the Clerkship Phase Subcommittee (9/18/24). Approved by the EPCC on 9/24/24.
10/03/2024	Policy reviewed by CDU Policy Committee – no conflict with university policies.
09/16/2025	Policy reviewed to include the timeframe for appeals, accepted reasons for appeal and flowchart. Reviewed by the Pre-clerkship Subcommittee () and the Clerkship Phase Subcommittee (9/03/2025). Approved by the EPCC on 09/16/2025.
10/10/2025	Policy reviewed by University Policy Committee – no conflict with university policies.