

## **Grade Challenge/Grievance Process**

Medical students may appeal a final grade or evaluation based on concerns about improper or unfair assessment or the process used to assign the grade. The process is as follows:

The student submits his or her written concern(s) about a final grade or evaluation and arranges a meeting to discuss the concern(s) with the respective block/clerkship director within 14 calendar days of the posting of that grade. If the student is not satisfied with the outcome:

The student may submit his or her written explanation of the grievance to the Grade Grievance Committee consisting of three faculty members familiar with the medical education program who are neither block/ course/clerkship directors nor members of SPAC. The Grade Grievance Committee is appointed by the assistant dean for Medical Education and Innovation.

After reaching a decision, the Grade Grievance Committee will submit a final report to the assistant dean for Medical Education and Innovation and to the student.

The decision of the Grade Grievance Committee is final.

Students at NSU MD are strongly encouraged to raise any concerns or complaints about a grade within five business days after the receipt of such grade, since final grades are typically officially submitted to the registrar as early as one week after the grade is released to the student. If a timely complaint is not filed by the student, any ramifications related to transcript generation, determination of academic awards, and residency/away rotation applications will be the responsibility of the student and may be irreversibly or negatively impacted.

Any questions about the grade appeal procedure at NSU MD can be directed to the Office of Medical Education.