



Grade Appeal Policy

TO WHOM THIS POLICY APPLIES

Medical Students

WHO NEEDS TO KNOW THIS POLICY

Medical Students, Faculty

PURPOSE/BACKGROUND

The University of Nevada, Reno School of Medicine (UNR Med) strives to maintain the highest academic standards for our students. Formative and summative assessment of knowledge, skills and behaviors as defined in the UNR Med Medical Education Program Objectives is necessary to demonstrate that students are meeting these academic standards. This policy outlines the procedure for the appeal of a course grade for any portion of the medical education curriculum.

POLICY

All grade appeals will follow the procedures set forth in the University of Nevada, Reno *University Administrative Manual: Section 3,510: Grade Appeal Policy and Procedure*, except as specifically outlined in this policy.

Students shall submit all formal Grade Appeals and supporting documents directly to the UNR Med Associate Dean for Medical Education and will not be required to submit appeal document directly to the UNR main campus.

In the event that a student appeals the grade from a course that is not departmentally based, the Associate Dean for Medical Education shall serve in the role of Department Chair.

In the event that the appointment of a grade appeal review committee is necessary for an appeal of a grade from a course that is not departmentally based, the faculty composition of the grade appeal committee will be determined by the Associate Dean for Medical Education and shall consist of one student and three faculty members as follows: one clinician faculty member employed by the School of Medicine, one non-clinician faculty member employed by the School of Medicine, and one clinician or non-clinician faculty member either employed by the School of Medicine or designated as a joint faculty member.

For all grade appeals (departmentally and non-departmentally based courses) the student assigned to a grade appeal committee must be in good standing and should be one who has participated in the relevant course and is not a member of the same class as the student filing the grade appeal. When a student fitting this profile is not available, the Associate Dean for Medical Education shall appoint a student or recommend an appropriate student to the applicable department chair responsible for the formation of the Grade Appeal Review Committee.

All discussions regarding the grade appeal process are to remain confidential and shall involve only those who need to have access to the information (such as Dean, Associate Deans, Department Chairs, Student Promotion and Conduct Committee, Curriculum Committees).

Policy of the University of Nevada, Reno School of Medicine



University of Nevada, Reno
School of Medicine

DEFINITIONS

The following represent equivalents between the UNR Administrative Manual and the University of Nevada, Reno School of Medicine.

Course – For the purposes of this specific policy, course is defined as any UNR Med course, block, clerkship, elective or other curricular component for which a grade is assigned.

Instructor – In the years one and two curriculum, this refers to the Block/Course Directors. For the third and fourth year, this refers to the clerkship/elective director.

Department Chair – For non-departmental courses, or for those in which a department chair is not available, this refers to the Associate Dean for Medical Education. For departmental courses, this refers to the Chair of the department for the specific course.

RESPONSIBILITIES & PROCEDURES

The student must inform the instructor as well as the Associate Deans for Medical Education and Admissions and Student Affairs of their intent to appeal a grade.

The instructor and department chair must communicate the outcome of each step in the appeal process with the student as well as the Associate Deans for Medical Education and Admissions and Student Affairs.

The chair of the grade appeal committee shall communicate the outcome of the grade appeal review committee to the Associate Dean for Medical Education, who will disseminate the outcome further as per the *Administrative Manual: Section 3,510: Grade Appeal Policy and Procedure*.

REVIEW

First effective on: 2010

Reviewed on: 1/2/2019 *No Change*

Next review date due on or before: 1/20/2023

Title of individual who is accountable for revision: Associate Dean for Medical Education and MESC Chair

APPROVAL SIGNATURES

Approving Agent

Signature: _____

A handwritten signature in blue ink, appearing to read 'K. Facemyer', written over a horizontal line.

Print Name: Kevin Facemyer

Title: Chair of the Medical Education Steering Committee

Date: 1/2/2019

Legal Counsel

Signature: _____

A handwritten signature in black ink, appearing to read 'M. Milone', written over a horizontal line.

Print Name: Matthew Milone

Title: Senior Associate Dean for Legal Affairs

Date: 1/2/2019

Policy of the University of Nevada, Reno
School of Medicine



University of Nevada, Reno
School of Medicine

UNR MED Dean or Designate

Signature: _____

[Handwritten Signature] 1/3/19

Print Name: Thomas Schwenk

Title: Dean, UNR Med

Date: 1/2/2019