

**Student - Policy on Student Grievance Regarding  
Grades for Class of 2025**



**Policy Number: 310.1012.104**

Policy Revision Date: 2021-06-08

**Policy Category: Academic**

**Policy Owner: Vice Dean for Medical Education**

**Policy Audience: Students, Faculty, Administration**

**1. Definitions:**

**Medical Curriculum Committee (MCC)**

June 8, 2021

**3. Introduction / Purpose:**

Geisinger Commonwealth School of Medicine (GCSOM) provides a method by which a student in the medical school program can grieve a final course or clerkship grade assigned to that student. The policy applies to any final grade in an MD course at any instructional site, including Clerkship sites.

**4. Governance and Enforcement:**

Vice Dean for Medical Education

**5. Policy:**

**Challenge of Course and Clerkship Grade:** A student may grieve a final course or clerkship grade if the grade resulted from a clerical or miscalculation error, was assigned in an arbitrary or capricious manner, or represents a violation of a college policy.

The student must first attempt to informally resolve the grade dispute with the course director or faculty member responsible for posting the final course/clerkship grade. If the course director or faculty member responsible for posting the final course/clerkship grade elects to alter the grade, the same correction is applied to the grade calculation of all students enrolled in the course or clerkship.

If the grade dispute is not resolved informally, the student may file a grievance in writing within 10 business days of the posting the final grade. In Phase 1 (preclinical) the students will file directly with the Chair of the Department of Medical Education (DME). In Phase 2 and 3 (clinical), the grievance will be filed to the Institute Chair who oversees the clerkship or course. The written grievance should state why the student is grieving the grade and should include any supporting documentation for the claim.

The Institute Chair or DME Chair will discuss the issue with the course director or faculty member responsible for posting the final course/clerkship grade and have the option of convening an ad hoc committee composed of three (3) faculty members, not involved in the course from which the grievance originated.

The ad hoc committee shall examine available written information pertaining to the grievance and shall avail themselves of the course director or the faculty member responsible for posting the final course/clerkship grade and student as necessary and appropriate. The ad hoc committee shall forward its findings and recommendations, in writing, to the Institute Chair or DME Chair

The Institute Chair or DME Chair will render a final decision generally within 10 business days after receiving the grievance in writing to the student, registrar, and course director or assistant chair. Once the Institute Chair or Chair of DME has notified the student of the decision, the student has the option to appeal the decision to the Vice Dean of Medical Education, in writing within 10 days of receipt of the notification from the Institute Chair or Chair of DME.

The Vice Dean will only consider appeals that cite a violation of college policy or new information pertinent to the decision. The Vice Dean will make a final decision regarding the appeal within 10 days of the receipt of the appeal.

The Vice Dean's decision is final.

## **6. Key Stakeholders:**

Students, Faculty, Administration