



Policy: Grade Appeal Policy	Applicability:
Policy Owner: School of Graduate Studies	Approved By: Dean, School of Graduate Studies
Effective Date: July 20, 2016	Last Reviewed: July 10, 2024
Next Review: June 30, 2025	Contact: 615-327-6533

PURPOSE:

The purpose of this policy is:

To ensure that graduate students have a fair process to appeal an exam grade or final grade that they think was unfairly assigned to them.

POLICY STATEMENT:

Meharry Medical College School of Graduate Studies is committed to training graduate students in a fair and unbiased environment. If for any reason a student feels he/she has received an exam grade or a final grade in a course unfairly, he/she will be able to appeal the grade.

DEFINITIONS:

Grade Appeal: a request to change an exam grade or a final grade based on arithmetic or clerical error, arbitrariness, discrimination, harassment, or personal malice.

PROCEDURE:

If a student wishes to appeal an exam or final grade, he/she can do so through the following process:

The student must address any questions or concerns regarding grade(s) within 48 hours of exam or final grade posting, with the faculty member(s) or course coordinator responsible for the exam or providing the final grade.

If this issue remains unresolved, the student may then, appeal in writing to the Program Director to resolve the grading issue and make a recommendation. The appeal to the Program Director must be made within 72 hours of initial discussion with faculty member/course coordinator. The Program Director cannot change a grade.

If discussion among the student, faculty member and Program Director does not lead to a resolution, the student may appeal in writing to the Assistant Dean for Academic Affairs within



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72 hours of meeting with the Program Director. The Assistant Dean for Academic Affairs may elect to mediate or to empanel an Ad Hoc Appeals Committee to investigate whether the grade should remain the same or be changed. The Ad Hoc Appeals Committee shall be composed of three to five faculty members of the School of Graduate Studies. The Committee will proceed under the assumption that the course grade was justified; the burden of proof shall lie with the student and begins with the student submitting to the Committee a written statement delineating an argument and/or documentation supporting a change of grade. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted.

If the Committee members find the grade was not based upon academic and professional performance, they may submit a new grade to the Dean or recommend another form of resolution. In all cases, the Ad Hoc Committee's recommendation shall be conveyed, in writing, within 10 days of the Committee's decision to the student initiating the appeal, to the Program Director, faculty member/Course Coordinator as well as to the Assistant Dean for Academic Affairs, and the Dean of the School of Graduate Studies. The Dean's decision in all such matters is final.

EXHIBITS: None

RELATED POLICIES: None