

Northeast Ohio Medical University
College of Pharmacy
Course Grade Dispute Notification

Northeast Ohio Medical University College of Pharmacy adheres to the academic policies outlined in the University *Compass*.

Grade Disputes:

Grade disputes should only be made when a student contends that a final module/ course grade assigned by the course director or APPE faculty preceptor is arbitrary or capricious. "Arbitrary or capricious" implies that:

- a. The student has been assigned a grade on the basis of something other than his/her performance in the course;
- b. The grade calculation process and/or criteria was not included in the syllabus, was not followed, or was calculated in error; or
- c. Standards used in the determination of the student's grade are more exacting or demanding than those applied to other students in the course; or
- d. The final grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description/ syllabus distributed at the beginning of the course.

A grade dispute must be for legitimate disagreement and is not appropriate for use simply because a student disagrees with the faculty member's judgment about the quality of the student's work.

The College recognizes that at times students may believe that a grade has been unfairly assigned and wants to appeal the grade. Students who wish to appeal a grade received in a module or course must follow the steps outlined in the *Compass*, which is available at:

<https://www.neomed.edu/registrar/catalog/>. This policy applies only to module and course grades and does not apply to individual exams, which once the final grade is posted cannot be disputed.

If a student wishes to dispute a module or course grade, the student must first submit a Grade Dispute Form and required attachments to course director (or preceptor **and** experiential director if disputing an APPE grade) within 10 working days of the grade assignment. Course directors have the right to judge the quality of academic work for their courses as they see fit. If the course director or preceptor and experiential director disagrees with the student's case for changing the grade, the student may bring the grade dispute issue forward to the Vice Dean of Pharmacy or his/her designee. This information must be submitted to the Vice Dean of Pharmacy or his/her designee within 10 working days of the course director or preceptor/experiential director's decision. The Vice Dean of Pharmacy, or designee, will evaluate the grade dispute within 10 days.

GRADE DISPUTE FORM

Disputes will be considered by the Vice Dean of Pharmacy or designee only when they meet one or more of the following criteria. Please indicate which of the following criteria is being used as the basis for the dispute: (check all that apply)

- Course director/preceptor assigned grade based on something other than the student's performance in the course/APPE
- Course director/preceptor did not adhere to the grading criteria specified in the syllabus
- Course director/preceptor used standards more exacting or demanding than those applied to other students in the course/APPE
- Course director/preceptor assigned grade based on standards that are significant, unannounced and unreasonable departures from those articulated in the syllabus
- Other (please explain)

Attach the required following supporting documentation (unless otherwise noted):

- Explanation of what occurred and how the criteria checked above applies to the situation
- Response correspondence from the course director/preceptor
- Course syllabus
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Correspondence with instructor (if applicable)
- Any other documentation supporting the dispute (information from course director if in final dispute stage)

I declare that the information on this form and all supporting documentation is true, correct and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes academic dishonesty and may make me subject to disciplinary action.

Student Signature

Date

Submit the completed form and required documentation to the course or module director. If disputing an APPE grade, submit the completed form to the preceptor and experiential director.