**Attachment 1**

Northeast Ohio Medical University

College of Medicine

**Course Grade Dispute Notification Form**

The NEOMED College of Medicine recognizes that at times students may believe that a Final Grade has been unfairly assigned and want to dispute the grade. Students who wish to dispute a Final Grade must follow the steps outlined in the *NEOMED Compass.* This procedure does not apply to individual examinations and/or components of an overall course. It applies only to Final Grades in courses.

The NEOMED College of Medicine adheres to all academic policies outlined in the *NEOMED Compass.*

**Grade Disputes:**

Grade disputes may only be filed when a student contends that his/her Final Grade in a course as assigned by the Course Director is arbitrary or capricious, assigned with prejudice, or assigned in error.

(a) “Error” implies that:

* a grade was miscalculated; or
* there was an error in scoring a standardized test.

(b) “Arbitrary or capricious” and “with prejudice” implies that:

* The student has been assigned a grade on the basis of something other than his or her performance in the course and/or grading criteria specified in the syllabus; or
* The student’s grade was based on nonacademic criteria, which can include politics, race, religion, gender and/or national origin; or
* Standards used in the determination of the student’s grade are not consistent with standards applied comparably to other students in the course; or
* The grade is based upon standards that are significant, unannounced and unreasonable departures from those documented and formally approved in the course description/syllabus distributed at the beginning of the course.

A grade dispute must be for legitimate disagreement and is not intended for use because a student disagrees with the Course Director’s judgement about the quality of the student’s work. Examples of disagreement could include, but are not limited to, the following:

(a) Students were not informed of the basis for grade calculation in the syllabus, on AIMS or prior to the assignment of the grade.

(b) The student’s grade was not calculated in accordance with the stated procedure in the syllabus, on AIMS or as provided prior to the assignment.

(c) There was a significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course, or a grade was assigned arbitrarily and capriciously on the basis of whim or impulse.

(d) There was an error in the computation of the grade that was not corrected.

**Northeast Ohio Medical University ~ College of Medicine**

**GRADE DISPUTE FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Student Number: | |
| Email: |  | |  | |
| Course Number: | Course Name: | |  | |
| Course Director: |  | |  | |
| Semester and Year Taken: |  | Final Grade Received: |  | Final Grade Requested: |
| Date Final Grade Posted: |  | Date of Discussion with Course Director: | | |

Disputes will be considered by the Associate Dean of Medical Education and the appointed ad hoc Grade Dispute Committee only when they meet one or more of the following criteria. Please indicate which of the following criteria is/are being used as the basis for the dispute: (check all that apply)

Course director failed to inform students of the basis for the grade calculation.

Course director violated the terms of the syllabus.

Course director made an error in calculating or recording a grade.

Course director violated a university policy when he/she gave assignments, administered exams or assigned grades.

Course director assigned the grade in an arbitrary or capricious manner.

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
* 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 scholastic dishonesty and may make me subject to disciplinary action.

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Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit the completed form and required documentation to:**

[**M1-M2GradeDispute@neomed.edu**](mailto:M1-M2GradeDispute@neomed.edu) **for all courses regardless of curriculum year**

**M3-M4GradeDispute@neomed.edu for M3 clerkships and M4 elective rotations**