

Filing of Grievances and Appeals-DO

Policy Information			
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1. Purpose

- 1.1. To describe the process by which Baptist Health Science University College of Osteopathic Medicine students may file grievances and appeals of assigned grades during the pre-clinical and clinical years.
- 1.2. To define the time limits during which appeals may be filed.

2. Policy

- 2.1. A student has a right to appeal a final grade when there is a legitimate indication that the grade does not accurately reflect the quality of his or her academic work in the course, that the grade was calculated in error, or that the grade was determined in a manner inconsistent with the course syllabus.
- 2.2. Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Grading methods for the course should be explained to the students at the beginning of the term.
- 2.3. A final grade appeal shall deal with charges that the grade was impermissibly or arbitrarily assigned. It is recognized that there are varied standards and individual approaches to grading which are valid. Only a final course grade may be appealed. The final grade appeal may not involve a challenge of an instructor's grading standard, another faculty member's grading policy, the difficulty of a course, or other comparable matters.
- 2.4. The grade assigned by the faculty will stand as the grade of record until the appeal is either resolved or finalized. Students may progress academically while the appeal is pending.
- 2.5. Excluded from this policy are grade appeals alleging discrimination, harassment or retaliation in violation of Non-Discrimination – Students Policy. If the student believes he or she is a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination – Students Policy or file a complaint using the University's grievance procedures as outlined in the Alleged Discrimination Grievance - Complaint Policy - Students.
- 2.6. Grievances or complaints regarding noncompliance with accreditation standards are also excluded from this policy.



3. Definitions

- 3.1. None.

4. Procedure

4.1. Pre-clinical

- 4.1.1. Students who wish to file a grade appeal have 30 days after the start of the next term to file an appeal.
- 4.1.2. Appeals are to be sent to the course director of record via email.
- 4.1.3. The course director will have ten (10) business days in which to respond to the student during a live or remote meeting or via email. The course director will notify the student either personally or by email with their answer to the appeal.
- 4.1.4. Students who wish to appeal this answer can elevate the appeal within 5 business days to the Assistant Dean for OMS 1 and 2. The student may opt for a live or remote meeting or simply appeal via email. The Assistant Dean for OMS 1 and 2 will render an answer within ten (10) business days.
- 4.1.5. If the student wishes to appeal this decision, additional sequential appeals may be made in writing to the Senior Associate Dean for Academic Affairs. Requests for review must be made within five (5) business days of the receipt of the prior recommendation of the assistant dean. The senior associate dean will have ten (10) business days to consider the appeal and communicate with the student. The decision of the senior associate dean is final.

4.2. Clinical (Years 3 and 4) rotations

- 4.2.1. Appeals for any third and fourth year rotation must be sent in writing (email) to the rotation director within 4 weeks of the grade being submitted.
- 4.2.2. The rotation director will have ten (10) business days in which to respond to the student during a live or remote meeting or via email. The course director will notify the student either personally or by email with their answer to the appeal.
- 4.2.3. Students who wish to appeal this answer can elevate the appeal within 5 business days to the respective Assistant Dean for Year 3 or 4. The student may opt for a live or remote meeting or simply appeal via email. The assistant dean will render an answer within ten (10) business days.
- 4.2.4. If the student wishes to appeal this decision, additional sequential appeals may be made in writing to the Senior Associate Dean for Clinical Affairs. Requests for review must be made within five (5) business days of the receipt of the prior recommendation of the assistant dean. The senior associate dean will have ten (10) business days to consider the appeal and communicate with the student. The decision of the senior associate dean is final.

5. Related Information

- 5.1. COCA Standard 9.2
- 5.2. COCA Standard 2.4.1
- 5.3. ACA.6015 Final Grade Appeal Process
- 5.4. ACA.6050 Accreditation Complaint Policy and Procedure for Commission of Osteopathic Medicine

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: