

Academic Policy and Procedure		
	Policy Title	Grade Appeals
	Policy Number	OME-900.14
	Department/Office	Office of Medical Education
	Effective Date	November 21, 2019
	Last Reviewed	August 2020
	Approved By	Executive Medical Education Committee
	Approval Date	October 30, 2025
	Endorsement	Endorsed by WCM-Executive Policy Review Group on November 18, 2025

Purpose

To describe the process for appealing a course grade in the MD program.

Scope

This policy applies to all students enrolled in the MD program during all phases of the curriculum.

Policy

If a student believes that there is a credible basis to assert that a course or clerkship performance assessment including examination, performance ratings and narrative comments, or the grade awarded does not reflect the student's performance, the student has the right to appeal, in writing, for a formal grade review. This must be done within fifty-five (55) calendar days of the posting of the grade.

Definitions

Workforce Members: Faculty; Staff; Students; Volunteers; Trainees; and other persons whose conduct, in the performance of work for WCM, is under the direction and control of WCM, whether or not they are paid by WCM.

Procedure

If a student believes there is a credible basis to assert that a course grade or assessment does not reflect the student's objective course performance, the student must first seek the guidance of the course or clerkship director by requesting, in writing, a meeting to address concerns and review applicable data. This must be done within thirty (30) calendar days of the posting of the grade. The course or clerkship Director (or designee if unavailable) must meet with the student as soon as possible but no later than forty-five (45) calendar days after the grade is posted to allow the student time to file an appeal to the Associate Dean, Curricular Affairs, for a formal grade review.

If the student's concern about the grade or assessment are not resolved, the student must present his or her concerns, in writing, to the Associate Dean, Curricular Affairs and request a formal grade review no later than fifty-five (55) calendar days following the posting of the grade. The student should set forth the reasons for his or her request for review. Grades, including the components that comprise them, may not be appealed after this fifty-five (55)-day deadline has passed.

In consultation with the faculty involved, the Associate Dean, Curricular Affairs, or his/her representative, has discretion to request documents and relevant information that would be needed to conduct a full and fair review of the contested grade and/or the grading components. The Associate Dean, Curricular Affairs shall determine a final resolution and communicate the decision, in writing, to the student and Course Director within thirty (30) days of the request for a formal grade review. The decision of the Associate Dean, Curricular Affairs shall be

considered final and is not subject to further appeal.

Compliance with this Policy

WCM Workforce Members are responsible for adhering to this policy. Compliance with this policy will be monitored by the Associate Dean of Academic Affairs in conjunction with the Registrar.

Contact Information

Office of Curriculum: curriculum@med.cornell.edu

References

LCME Standard – 11.6

The WCM Academic Handbook - <https://faculty.weill.cornell.edu/faculty-affairs/academic-policies/academic-staff-handbook>

Policy Approval

This policy was reviewed and approved by the Executive Medical Education Committee on October 30, 2025.

This policy was reviewed and endorsed by the WCM-Executive Policy Review Group on November 18, 2025.

Version History

Date	Author	Revisions
11/21/2019	Office of Medical Education	Original date of issue.
08/2020	Office of Medical Education	Minor Updates
11/18/2025	Office of Medical Education	Removed from student handbook and transferred to new stand-alone policy template. Assigned policy number "OME-900.14." Changed time frame for a student to appeal to the Associate Dean of Curricular Affairs for formal grade review from 45 days to 55 days and added requirement for the Dean to meet with the student.

Appendix

N/A