

## **Article 9 Student Appeals**

### **9.01 General Instructions**

(1) Students considering any appeal of performance evaluation must contact the Associate Dean for Student Affairs to review the appeals process.

(2) Student Appeals Committee

- (a) The primary function of the Student Appeals Committee is to review appeals of Student Promotions Committee decisions and appeals of student grades and evaluations.
- (b) The Student Appeals Committee is composed of eight teaching faculty from the School of Medicine (four clinical and four from basic sciences) and four alternates. None of the voting members of the Student Appeals Committee may be members of the Student Promotions Committee.
- (c) The chair of the Student Appeals Committee is appointed by the Executive Associate Dean for Medical Education.
- (d) A quorum is necessary for the Student Appeals Committee to vote.
  - i. A quorum consists of five members including the chair.
  - ii. The chair may participate in all votes.

(3) Initiating an Appeal.

- (a) All appeals to the Student Appeals Committee must be in writing and contain one or more of the following as a basis for appeal:
  - i. UNC School of Medicine Educational Policy interpretation
  - ii. mathematical or clerical error
  - iii. arbitrariness
  - iv. discrimination based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression
  - v. personal malice
  - vi. inappropriate jurisdiction – the matter was inappropriately decided through a UNC School of Medicine forum when there were elements that should have been decided in a general university forum. (e.g. UNC-Chapel Hill Honor Code violations)

## **9.02 Appeal of a Course Grade and/or Written Evaluation**

### **(1) Initiating an Appeal**

- (a) Students must submit all appeals in writing to the course director.
- (b) Students must send copies of the appeal to the Associate Dean for Student Affairs.
- (c) The written appeal must clearly state the grounds for appeal from the list in 9.01(3).
- (d) MS1/MS2 students must initiate an appeal within twenty calendar days of notification of the grade or evaluation
- (e) MS3/MS4 students must initiate an appeal within two months of the grade or evaluation.

### **(2) Appeal to the Course Director – Level One**

- (a) The first level of appeal of a course grade and/or written evaluation is to the course director.
- (b) Should the course director determine that there is a reason to change the course grade or evaluation in the student's favor, the course director will send a revision to the Office of Student Affairs. If no reason for change is found, the course director will inform the student that the grade and/or evaluation stands. In either event, the student must receive written notification of the course director's decision within ten working days of the student's appeal.

### **(3) Department Chair or Course Director Committee Co-chairs – Level Two**

- (a) If the course director's decision is not favorable to the student, the student may appeal the course director's decision.
  - i. For departmentally based courses, the student may appeal the course director's decision to the department chair.
  - ii. For interdisciplinary courses, the student may appeal the course director's decision to the Course Director Committee co-chairs.
- (b) After consultation with the course director, the department chair or course director committee co-chairs may uphold the course director's decision or support the student appeal.

### **(4) Appeal to the Student Appeals Committee – Level Three**

- (a) If the student is dissatisfied with the decision of the department chair or course director committee co-chairs, the student may submit a written appeal to the Student Appeals Committee with a copy of the appeal to the Associate Dean for Student Affairs.
- (b) The written appeal must state grounds for appeal. These grounds are the same as those in 9.01(3).
- (c) The Student Appeals Committee will then either:

- i. Rule that the appeal lacks the merit to warrant a hearing and will uphold the decision of the department chair or course committee co-chairs.
  - ii. Rule that the appeal has the necessary merit for a hearing and will schedule a hearing on the appeal
- (d) The Student Appeals Committee decision is the final decision for Course grade or Written Evaluation appeals.

### **9.03 Appeal of a Student Promotions Committee Decision**

#### **(1) Appealing Non-dismissal Sanctions**

- (a) The student must submit a written appeal to the Student Promotions Committee with a copy to the Associate Dean for Student Affairs within twenty calendar days of the decision.
- (b) The student's appeal will then be heard at the next regularly scheduled meeting of the Student Promotions Committee.
- (c) The Student Promotions Committee will send a written decision concerning the appeal to the student and a copy to the Associate Dean for Student Affairs.
- (d) The student may appeal this decision to the Student Appeals Committee through the same mechanism as appealing a dismissal sanction in 9.03(2).

#### **(2) Appealing Dismissal Sanctions**

- (a) Students may submit a written appeal of a Student Promotions Committee dismissal sanction directly to the Student Appeals Committee. A copy of this appeal should be sent to the Associate Dean for Student Affairs.
- (b) The written appeal must state grounds for appeal. These grounds are the same as those in 9.01(3).
- (c) The Student Appeals Committee will then either:
  - i. Rule that the appeal lacks the merit to warrant a hearing and will uphold the decision of the Student Promotions Committee.
  - ii. Rule that the appeal has the necessary merit for a hearing and will schedule a hearing on the appeal.
- (d) If the Student Appeals Committee schedules a hearing for the appeal, it may support the decision of the Student Promotions Committee or rule in favor of the student.

#### **(3) Appeal and Review of a Student Appeals Committee Decision**

- (a) The Dean reviews all decisions of the Student Appeals Committee.

- (b) A student may appeal a decision of the Student Appeals Committee to the Dean within fifteen days of receiving written notification of the decision
- (c) The Dean may overturn or concur with the Student Appeals Committee Decision through the normal review or appeal process.
- (d) Students who are dissatisfied with the Dean's decision may continue appeals through any route available under the policies of the University.

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#### Notes and Procedures

9.01(3)(a)(vi) For example, a student who is alleged to have cheated on a medical school exam should be given a grade of NG and the incident should be referred to the UNC-Chapel Hill Honor Court system for investigation. Assigning a failing grade for cheating is not allowed under the current Instrument of Student Judicial Governance until the student has passed through the UNC-Chapel Hill Honor Court system. If the student is given a grade of F because of an allegation of cheating, and the case has not been referred to the UNC-Chapel Honor Court system, the student may appeal the grade to the Student Appeals Committee, which shall refer the matter to the Honor Court for appropriate action, and direct that a grade of NG be assigned to the student pending the result of Honor Court proceedings. This ground for appeal was previously expressed as appealing based on "student conduct cognizable under the Instrument of Student Judicial Governance." (See Article 8)

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