

# The Review and Appeal Processes for Courses in Years Three and Four

1. Clinical Knowledge Examinations: Mastery reports of NBME clinical subject exams are provided to students by the NBME for review of areas of strength and weakness. The NBME results are official; however, students may make an appeal to the NBME for a retake/regrade. Students requesting a grade recheck may submit a request to the Office of the Dean, along with the \$25 fee required by the NBME. The Office of the Dean forwards the request to the NBME on behalf of the student. Unless the NBME voids the grade, it will stand.
2. Clinical Skills Evaluations: Students are provided with a formal opportunity for feedback on clinical skills during the mid-clerkship evaluation. Once the final student evaluation is posted, a student who believes a grading error has been made may submit a grade review request by email to the clerkship director (CD). The CD reviews the student's direct and indirect observation records, PELs, preceptor appraisals of performance, and evaluation rubrics to determine if an error has occurred that warrants a change of grade. The CD consults with the DME and associate dean of clinical studies to update the student's grade. The result of the grade review is reported back to the student via email
3. Professional Behavior Evaluations: Students are provided with a formal opportunity for feedback on professional behavior during the mid-clerkship evaluation. Once the final student evaluation is posted, a student who believes a grading error has been made may submit a grade review request by email to the CD. The CD reviews the student's direct and indirect observation records, preceptor appraisals of performance, and evaluation rubrics to determine if an error has occurred that warrants a change of grade. The CD consults with the DME and associate dean of clinical studies to update the student's grade. The result of the grade review is reported back to the student via email