

## Appeal Process for Grades

In general, the Department of OBGYN follows the appeal process as outlined below in your student handbook.

*“The student who disputes a grade should go first to the course director. If no resolution can be reached, the appeal goes to the Chairman of the department. If no resolution can be reached, the appeal goes to the Senior Associate Dean for Student Affairs. At the Senior Associate Dean’s discretion (or the Dean’s instruction), there will be a called meeting of the Committee on Student Affairs to consider the appeal. Both parties and all pertinent evidence will be heard. The Committee on Student Affairs will make a recommendation, either favorable or unfavorable, to the Executive Committee presided over by the Dean. Although the decision of the Executive Committee is, generally speaking, final, it is theoretically possibly to appeal through the Senate Committee on Academic Freedom and Responsibility of Students (See The Almanac, p. 97).”*

### Specific policies for Departmental Grade Appeals

#### Shelf Exam

Your shelf exam is a national exam written by the NBME and your score **is final**. If you do not receive a minimum of the 5<sup>th</sup> percentile for your NBME shelf score, you will receive a “Condition” as your grade. You will need to retake the shelf exam within 6 months after your initial shelf exam date. If you receive a minimum of the 5<sup>th</sup> percentile for your 2<sup>nd</sup> NBME shelf score, you will receive a “Condition/Pass” for your final OBGYN Core Rotation grade. (This is all contingent on you receiving passing evaluations and CSA score, if more than one component does not meet minimum passing standards, you will need to repeat the 8 week course again.)

**If you do not receive a minimum of the 5<sup>th</sup> percentile on your 2<sup>nd</sup> attempt of the NBME shelf exam, you will need to retake the entire 8 week clerkship again with another shelf exam.**

#### Evaluations

In general, it is not the policy of the department to change or delete any evaluations. Even if you worked with the resident/ faculty for one day, they can still evaluate your performance. If you feel the evaluation is not reflective of your performance, you may write an official appeal to the Department of OBGYN’s Student Performance Committee. This will be reviewed at the next meeting of the SPC and a decision on the grade appeal will be made. **All appeals must be submitted to the clerkship coordinator by email within 2 weeks of the final grade report or the appeal will not be reviewed.** (This is all contingent on you receiving passing score on the NBME shelf exam and CSA, if more than one component does not meet minimum passing standards, you will need to repeat the 8 week course again.)

#### CSA

The exam itself is a formative session and much improvement and learning can occur at this time. This may be the only remediation necessary- however, if you feel if your score is not reflective of your performance, you may write an official appeal to the Department of OBGYN’s Student Performance Committee. You must review your CSA video and write a reflection of your performance. This must be submitted **only** to the Clerkship Director within 2 weeks of the exam completion. **(If not done during this time period, your appeal will be denied.)** The Clerkship director will then review the requested appeal, and recommendations will be made. (This is all contingent on you receiving passing score on the NBME shelf exam and evaluations, if more than one component does not meet minimum passing standards, you will need to repeat the 8 week course again.)

**If you do not receive the minimum passing score for the CSA component of your grade, you must retake and pass the CSA 1 time within 6 months of your completed OBGYN Clerkship.**

### **Receiving an Incomplete**

If any assignments are not completed by the final day of the clerkship, a grade of “Incomplete” will be assigned as your final grade for the clerkship.

**All obligations (exams, assignments, missed time) must be completed within 3 block (6 months) or the “I” will become and “F”, and the entire clerkship will need to be repeated. It is the students responsibility to ensure all obligations are completed in a satisfactory manner.**

(exception: H&P’s and Presentations not completed during the clerkship, will receive a grade of -0 – this will be averaged into your final grade. You will not receive an incomplete for these assignments. No H&P’s/ Presentations will be excepted after the final exam.

**If you fail the NBME Shelf Exam and the CSA- you will need to repeat the 8week OBGYN Core Clerkship.**