

Policy: Student Academic Grade Grievance

INITIAL DATE:	EFFECTIVE	LAST REVISION/REVIEW DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
April 2017		June 2025	<ul style="list-style-type: none"> Curriculum Committee

POLICY STATEMENT

HWCOM will maintain a process for FIU Herbert Wertheim College of Medicine (HWCOM) medical students to seek redress for academic grade grievances. This process will conform to the guidelines of Florida International University and will include both an informal and a formal procedure for resolving complaints involving arbitrary grading, unprofessional conduct, inadequate advising, or policy irregularities.

SCOPE

This policy applies to all HWCOM medical students across all academic years.

REASON FOR POLICY

The purpose of this policy is to provide a clear process and timeframe for students to seek redress of academic grade grievances in a timely and equitable manner.

DEFINITIONS

TERM	DEFINITIONS
Academic Grade Grievance	<p>An academic grade grievance is a complaint alleging:</p> <ol style="list-style-type: none"> Arbitrary and capricious awarding of grades; Unprofessional conduct by a faculty or staff member that adversely affects either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student's actual performance;



	<ol style="list-style-type: none">3. Inappropriate or inadequate academic advising concerning requirements not published in official University documents4. Arbitrary dismissal from a course or program except as described below; and5. Irregularities in the implementation of policies or procedures as outlined in course/clerkship syllabi or other official documents.
Arbitrary and Capricious Awarding of Grades	Arbitrary and capricious awarding of grades can be considered as a course grade assigned on: (1) Some basis other than performance in the course, (2) By resorting to unreasonable standards different from those that were applied to other students in that course, or (3) By a substantial, unreasonable, and/or unannounced departure from the instructor's previously articulated standards.
Release Date of Grades	The day on which grades are made available to students in Canvas.

RESPONSIBLE PARTIES

Assistant Dean for Foundational Sciences Curriculum, Assistant Dean for Clinical Education, and Associate Dean for Curriculum and Medical Education

RELATED RESOURCES

- FIU Policy 380.047: Graduate Student Academic Grievance Guidelines and Procedure
- LCME Standard 11.6
- HWCOC Medical Student Handbook

CONTACTS

Questions about this procedure should be directed towards the Associate Dean for Curriculum and Medical Education.

POLICY HISTORY

Initial Effective Date: April 2017

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): April 2025, June 2025

Comments on Revision (*if applicable*):

Procedure: Student Academic Grade Grievance

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Informal Grievance Procedure

A medical student must first attempt to resolve a grade grievance through informal means by contacting the involved faculty member in writing with a copy to the Senior Associate Dean for Academic Affairs or designee no later than 30 days after the time at which the grievance allegedly occurred and must clearly state the basis of the grievance (definitions #1-5 above).

Following notification, the student and the involved faculty member must meet within 10 business days to attempt a resolution. If the involved faculty member cannot be reached, the student should notify the course director, strand leader, or Assistant Dean for Foundational Sciences (Academic Years 1 and 2) or Assistant Dean for Clinical Medicine (Academic Years 3 and 4).

If the matter is not able to be resolved between the student and the faculty member, the Associate Dean for Curriculum and Medical Education or designee will meet with the student within 10 business days to facilitate a resolution for the grade grievance.

If an informal resolution cannot be reached in the college, the student may seek a resolution through the formal grievance procedure described below.

An MSEPC referral resulting from a grade that is being grieved by a student will be held until grievance proceedings are complete.

Formal Academic Grade Grievance Procedure

The formal academic grade grievance procedure is initiated by filing a written complaint with the university [Faculty Fellow for Academic Integrity](#). The complaint must be filed within 15 business days of the date the informal resolution process ends, or within 20 business days after classes begin in the semester following that in which the complaint arose – whichever is later. After receipt, the [Faculty Fellow for Academic Integrity](#), in consultation with the chairperson of the university [Academic Grievance Committee](#), will review the complaint to determine whether it falls within the scope of the policy and whether a formal hearing is warranted.

When there are disputed issues of material fact which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of the policy, then the student will be notified in writing. For more information about the formal student academic grade grievance procedure, please visit and review: <http://integrity.fiu.edu/grievances.html> and [FIU Policy 380.047: Graduate Student Academic Grievance Guidelines and Procedure](#).