



**HOFSTRA NORTHWELL**  
**SCHOOL of MEDICINE**  
**AT HOFSTRA UNIVERSITY™**

## **Grade Appeal Form**

Hofstra Northwell School of Medicine  
Office of Curriculum Support  
Office of Assessment and Evaluation  
500 Hofstra University  
Hempstead, NY 11549-5000  
SOMGradeAppeals@hofstra.edu

### **Section A: To Be Completed by Student**

Date: \_\_\_\_\_

Student Name (Last, First): \_\_\_\_\_

Student ID Number (700#): \_\_\_\_\_

Class Level: \_\_\_\_\_ Graduating Year: \_\_\_\_\_

Course/Clerkship/AI Title: \_\_\_\_\_

Reason for appeal and summary of evidence (if applicable):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section B: To Be Completed by the Grade Appeal Review Committee**

Your grade appeal has been reviewed by the committee and it has been determined that:

your appeal does not satisfy the criteria for appeal set forth by the policy, therefore your grade will stand. Thus, the matter of this grade appeal is considered closed at this time.

your appeal meets the criteria for appeal set forth by the policy and will be sent on for review by the appropriate Course/Program/Clerkship/Clinical Skills/AI Director.

Additional comments (if applicable):

**Section C: To Be Completed by Course/Program/Clinical Skills/Clerkship/AI Director**

Date: \_\_\_\_\_

Faculty Name (Last, First): \_\_\_\_\_

Date and time of meeting: \_\_\_\_\_

Summary of discussion and evidence presented (if applicable):

Grade upheld

Recommending the \_\_\_\_\_ grade change from: \_\_\_\_\_ to: \_\_\_\_\_

*Please list component when applicable*

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section D: To Be Completed by Student (Only After Section C) if Proceeding with Appeal**

Following my discussion with the Course/Program/Clerkship/Clinical Skills/AI Director and their completion of Section C, I am including additional comments and wish to proceed with this appeal, for review by the Dean:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section E: To Be Completed by the Dean**

Following a review of the evidence provided, I have determined it is:

\_\_ necessary to empanel an ad hoc committee, whose findings are summarized below:

\_\_ unnecessary to empanel an ad hoc committee and have summarized my findings below:

Based on these findings, I have made the following, final decision:

- Grade upheld
- Recommending the \_\_\_\_\_ grade change from: \_\_\_\_\_ to: \_\_\_\_\_  
*Please list component when applicable*

Deans Signature: \_\_\_\_\_ Date: \_\_\_\_\_