

Grading and Appeals Policy

Supersedes:

- [Grading for the Core Courses of the First 100 Weeks](#)
- [Grading for the Initial Clinical Experience I and II Clerkships](#)
- [Grading for Transitions in the First 100 Weeks](#)
- [Grading for the Core Clerkships in the Second 100 Weeks](#)
- [Grading for the Acting Internships in the Second 100 Weeks](#)
- [Core Learning in the Second 100 Weeks](#)
- [Grading for ACE Continuity Clinic in the Second 100 Weeks](#)
- [Grading for Selectives and Electives in the Second 100 Weeks](#)
- [Grade Appeals Policy](#)

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I. PURPOSE & SCOPE

The Zucker School of Medicine maintains standards-based assessment with equitable grade assignment and appeal processes for all M.D. program students.

Applies to: All medical students, faculty, course/clerkship directors, and administrative staff.

II. KEY PRINCIPLES

- **Standards-Based:** All assessments are assigned grades using pre-defined criteria that align with program educational objectives approved by Curriculum Committee.
- **Right to Appeal:** Students may appeal grades based on bias, malice, error, inhospitable environment, or mistreatment.

- **Due Process:** Adverse actions (e.g. course repetition, dismissal) require SAC review with appeal rights.

III. GRADING SCALES & DEFINITIONS

A. Grading Scales by Phase

Table 1: Grading Scales

Phase	Grading Scale	Applies To
First 100 Weeks (Years 1–2)	Pass/Fail	All courses
Second 100 Weeks (Years 3–4)	Honors/High Pass/Pass/Fail	Core clerkships, acting internships
	Pass/Fail	ACE Continuity Clinic, Core Learning, electives, selectives

B. Grade Definitions

Table 2: Grade Definitions

Grade	Abbrev.	Status	Meaning	Transcript
Honors	H	Final	Exceeds expectations	Yes
High Pass	HP	Final	Above passing standard	Yes
Pass	P	Final	Meets all standards	Yes
Fail	F	Final	Does not meet minimum standards	Yes
Credit Pending	CP	Temporary	Deficiencies present	Replaced upon resolution
Incomplete	I	Temporary	Incomplete due to approved circumstances	Replaced upon completion
Withdrawn	W	Permanent	Withdrawal after enrollment	Yes (permanent)
In Progress	PR	Temporary	Course in progress	No
Fail/Pass	F/P	Permanent	Student fails a reassessment, is given opportunity to retake reassessment and passes that attempt	Yes

C. Subcomponent Designations

In the **First 100 Weeks**, course subcomponents are designated as Meets Expectations (ME), Marginal Performance Without Remediation (MWR), or Does Not Meet Expectations (DNM).

In the **Second 100 Weeks**, course subcomponents are graded as Honors (H), High Pass (HP), Pass (P), or Fail (F).

IV. COMMITTEES & RESPONSIBILITIES

- **Learner Remediation Committee (LRC):** The committee responsible for developing and monitoring learner remediation plans and managing Academic Warning cases.
- **Student Advancement Committee (SAC):** The standing committee responsible for student progression. Its duties include reviewing referred cases, conducting hearings, and recommending adverse actions (such as required course repetition and dismissal) to the Vice Dean and Dean for Education. The SAC also reviews and approves student promotion and graduation.
- Reviews referred cases, conducts hearings, recommends adverse actions to Vice Dean and Dean for Education. Also reviews promotion and graduation.

V. WHEN GRADES ARE ASSIGNED

Course/clerkship directors are responsible for defining grading subcomponents in the course syllabus, which will be made available to students no later than the first day of the course. Final grades are assigned according to the following pathways:

- **Pass, High Pass, or Honors (P, HP, H):** Assigned when a student meets or exceeds all standards. The grade is final and posted to the transcript.
- **Credit Pending (CP):** A temporary designation assigned on a first attempt when a student has deficiencies but does not meet the criteria for an automatic Fail. The case is reviewed by the LRC and a remediation plan is formulated
 - If remediation is successful, the **CP** is converted to **Pass (P)**.
 - If remediation is unsuccessful, the **CP** is converted to **Fail (F)**, and the case is referred to the SAC.
- **Fail (F):** Assigned when a student meets the syllabus criteria for failure on a first attempt, fails a course repetition, or is unsuccessful in remediating a CP. All Fail grades result in a referral to the SAC.
- **Incomplete (I):** A temporary grade assigned for an approved extension.
- **Fail/Pass (F/P):** Student fails a reassessment, is given opportunity (by the Vice Dean and Dean for Education after SAC review and recommendation) to retake reassessment and passes that attempt.

VI. COURSE WITHDRAWAL

Students may withdraw from a course, resulting in a permanent "W" on the transcript. Withdrawal before the course midpoint is generally granted, while withdrawal after the

midpoint is discretionary and for extenuating circumstances only. The procedures for requesting a withdrawal are detailed in Section X.

Notes:

- W remains on the permanent transcript.
- See Policy on Tuition Refunds and Policy on Federal Satisfactory Academic Progress for financial considerations.

VII. INCOMPLETE GRADES

A temporary designation of Incomplete (I) may be granted for a student with approved extenuating circumstances who needs an extension to complete course requirements. An Incomplete must be resolved with a final grade before a student may advance to the next academic year or graduate. The procedures for requesting and resolving an Incomplete are detailed in Section X.

Notes:

- "I" does not appear as a final grade on the transcript.
- Students who require a leave of absence while holding an Incomplete should consult the Leave of Absence Policy.

VIII. GRADE APPEAL PROCESS

A student may appeal the grade of a subcomponent based on specific grounds. A multi-step process is in place to ensure fairness and due process. The specific procedures for filing an appeal are detailed in Section X.

Grounds for Appeal: Appeals must assert one or more of the following:

- **Bias or malice:** Evidence that a grade was influenced by a protected characteristic, personal animosity, or retaliation.
- **Calculation/grading error:** An objective error in the computation or recording of a grade.
- **Environment inhospitable to learning or testing:** The environment materially and demonstrably affected the student's performance.
- **Mistreatment:** Behavior that violates the school's standards for a respectful learning environment.

Student Protections:

- No retaliation for filing appeals.
- Confidentiality is maintained throughout the process.

IX. ADVANCEMENT REQUIREMENTS

Students may not advance to the next academic year or graduate until:

- All CP designations are resolved with passing grades.
- All I (Incomplete) designations are resolved.
- All courses assigned F have been successfully repeated or remediated.

X. PROCEDURES

This section contains the procedural steps and timelines for actions described in this policy.

A. Grade Posting Procedure

Final course grades will be posted for students within six (6) weeks of the conclusion of the course/clerkship, inclusive of RIA week exams.

B. Course Withdrawal Procedure

1. **To request withdrawal from a course**, the student must contact the Associate Dean of Medical Education (for First 100 Weeks courses) or the Associate Dean for Advanced Clinical Experiences (for Second 100 Weeks courses).
2. **Before Midpoint:** Requests are generally granted. Documentation may be required.
3. **After Midpoint:** Requests are granted at the discretion of the Associate Dean of Medical Education (for First 100 Weeks courses) or the Associate Dean for Advanced Clinical Experiences (for Second 100 Weeks courses) for documented extenuating circumstances only.

C. Incomplete Grade Procedure

1. **Request and Approval:** An Incomplete (I) is granted by the Associate Dean of Medical Education (First 100 Weeks) or the Associate Dean for Clinical Experiences (Second 100 Weeks) for approved extenuating circumstances.
2. **Resolution Deadline:** All outstanding work must be completed within **one (1) year** of the course's official end date. Upon completion, the "I" is replaced with the final earned grade.
3. **Extension:** In rare cases, a student may petition the SAC for an extension beyond the one-year deadline for compelling reasons. Any approved extension will be documented in writing.
4. **Failure to Resolve:** If an Incomplete is not resolved within the deadline, it will be converted to a final grade in accordance with the course syllabus, which may result in a referral to the SAC.

D. Grade Appeal Procedure

Step 1: Formal Appeal to the Course/Clerkship Director

- The student must submit a written appeal using the official Grade Appeal Form to the SOMGradeAppeals@hofstra.edu email address within **seven (7) business days** of the grade being posted (or **three (3) business days** for a post-remediation grade).

- The director will investigate and provide a written decision to the student.

Step 2: Appeal to the Vice Dean and Dean for Education

- If unsatisfied, the student may submit a written appeal to the Vice Dean and Dean for Education within **five (5) business days** of receiving the director's decision.
- The Vice Dean and Dean for Education's charge is to determine if due process was followed and a reasonable course of action was taken, not to re-grade the student. The Vice Dean and Dean for Education may investigate the matter fully.
- The Vice Dean and Dean for Education may:
 - Uphold the original decision.
 - Modify the decision.
 - Impanel an Ad Hoc Grade Appeal Committee.

Step 3: Ad Hoc Committee Review (if impaneled)

- The committee will consist of faculty with no direct role in the grade determination.
- The committee will have **five (5) business days** to review the case and determine if due process was followed.
- The committee will submit a written recommendation to the Vice Dean and Dean for Education.

Final Decision: The Vice Dean and Dean for Education will make the final decision after considering all evidence and any committee recommendation. This decision is final and is communicated in writing to the student and the course/clerkship director.

XI. POLICY MANAGEMENT

Table 3: Policy Administration

Element	Owner
Executive Stakeholder	TBD
Oversight Office	TBD
Review Cycle	[Annual/Biennial]
Related Policies	• Policy on Academic Standing and Probation • Statement of Professionalism • Policy on Tuition Refunds