



**Weill Cornell  
Medicine**  
Medical College

## **Student Request for a Course Evaluation/Grade Review Policy**

*Approved by the Medical Education Council on June 16, 2016*

Students may seek clarification about a course evaluation, including examination and narrative assessment, or grade awarded that does not seem consistent with the student's view of his or her performance. The time frame to seek this clarification is within 30 days of the posting of the evaluation or grade. The process is outlined below. If the student believes that there is a credible basis to assert that the evaluation or grade received does not reflect his or her objective course performance, the student should first seek the guidance of the learning unit or course director within 30 days of the posting of the grade. If a discussion with the learning unit or course director does not resolve the issue, or the student has additional reasons for seeking guidance from someone other than the course director, he or she shall promptly present his or her concern in writing to the Senior Associate Dean (Education) for a request for review of the grade or evaluation. The student should set forth the reasons for his or her request for review of the grade. In consultation with the faculty involved, the Senior Associate Dean (Education), or his/her representative, has discretion to request documents and relevant information that would be needed to conduct a full and fair assessment of the evaluation or grade under review. The Senior Associate Dean shall determine a final resolution, and communicate this to the student and to the appropriate course director within 30 days of the request for course evaluation/grade review.