

**YALE UNIVERSITY  
SCHOOL OF MEDICINE POLICY**

**CLERKSHIP, ELECTIVE OR SUB-INTERNSHIP GRADE AND/OR  
NARRATIVE COMMENTARY APPEALS**

**Background**

Evaluations of student performance on clerkships, electives or sub-internships are extensive. They include faculty and house staff observations of the student's clinical and interpersonal skills, knowledge base, problem-solving ability and professional behavior. Evaluations include narrative commentary and numerical ratings. Grades and narrative commentary are used to define overall performance as follows: Honors, High Pass, Pass, and Unsatisfactory. Evaluations are expected to be completed and available to the student in 30 days but no more than 42 days from completion of the clerkship or elective.

**Policy**

1. Students have a right to appeal a clerkship, elective or sub-internship final grade and the narrative commentary.
2. To initiate an appeal the student must write a letter to the clerkship, elective or sub-internship director, copying their academic advisor and the associate dean for student affairs, explaining the reasons for the appeal.
3. The appeal letter must be submitted to the clerkship, elective or sub-internship director no later than 60 days from the end date of the clerkship or elective.
4. The clerkship, elective or sub-internship director will investigate the student's reasons for a change of grade and/or narrative commentary as well as decide on the merits of the request.
5. Students must not approach attendings or residents to ask them directly to revise their grade or narrative commentary. Students who do so will not have their appeal considered by the clerkship, elective or sub-internship director.
6. Evaluations of student performance, including final grades and narrative commentaries are completed online using the MedHub program. Once a student's final clerkship evaluation has been entered into MedHub, the student may not identify any additional evaluators without consulting the clerkship, elective or sub-internship director.
7. The decisions of the clerkship, elective or sub-internship directors regarding grade and narrative commentary appeals are final.