

**YALE UNIVERSITY
SCHOOL OF MEDICINE**

PROCEDURE FOR TRACKING: CLERKSHIP, ELECTIVE, OR SUBINTERNSHIP
GRADE APPEAL

Data Collection and Generation of Reports:

1. Clerkship, elective and subinternship directors will provide documentation of the final decision related to all grade appeals to the YSM associate dean for student affairs.
2. Twice yearly on June 15th and December 15th, the YSM manager of clerkships, electives and sub-internships will request de-identified information about the number of grade appeals and the number of grades changed during the reporting period from the Office of Student Affairs.
3. The manager of clerkships, electives and subinternships will generate a *Grade Appeals Report* (see Addendum A).

Review Process:

The *Grade Appeals Report* is provided to the associate dean for curriculum, associate dean for student affairs, and the YSM curriculum directors for review.

Dissemination of findings and actions taken:

The *Grade Appeals Report* is distributed for review and discussion in regular meetings of the:

- a. Curriculum Committee
- b. Clerkship Directors
- c. Elective and Subinternship Directors

The de-identified content of appeal-related emails may also be shared with clerkship, elective and subinternship directors for director development purposes.

Addendum A

Grade Appeals Report

	# Grade Appeals 6/15/15- 12/14/15	# Changed Grades 6/15/15- 12/14/15	# Grade Appeals 12/15/15- 6/17/16	# Changed Grades 12/15/15- 6/17/16	% of Changed Grades/Grade Appeals
Clerkships					%
Electives/ Subinternships					%