Keywords: appeals, bylaws, commercial grade, preclerkship

I. BYLAWS

I. Purpose of the Preclerkship Grade Appeals Committee

The purpose of the Preclerkship Grade Appeals Committee (“Committee”) is to ensure that students have an opportunity to request an objective review of a grade given in a specific course if they believe that grade does not reflect valid and consistent academic performance standards or criteria, or the considered academic judgment of the course director; and/or the grade is thought to be based upon impermissible criteria beyond performance, achievement, and effort such as gender, race, age, or other factors as delineated in the policy on Policy on Conduct in Teacher/Learner Relationships. The Preclerkship Grade Appeals Committee is responsible for appeals of grades received from matriculation through March of the second year of instruction.

The means by which students may initiate an appeal are described in the Grade Appeals Policy.

II. Membership

The Committee will be constituted of both voting and non-voting members.

Voting members consist of the directors of the following courses: Scientific Foundations of Medicine: Anatomy, Scientific Foundations of Medicine, Clinical Foundations of Medicine, Foundations of Public Health, and Genes to Society.

Non-voting members consist of the following ex-officio members:

- Vice Dean for Education—Chair
- Associate and Assistant Deans for Medical Student Affairs
- Associate and Assistant Deans for Undergraduate Medical Education
• Associate Dean and Registrar
• Director, Colleges Advisory Program
• Director, Office of Assessment and Evaluation

III. Recusal

There may be circumstances where a conflict of interest exists such that a voting member’s ability to consider the grade appeal may be influenced, or may give the appearance of potentially being influenced, by a relationship between the voting member and the student, the course/clerkship director, or both.

Voting members must make the Vice Dean for Education (Chair) aware in writing of any real or potentially perceived conflict of interest, specify the nature of the conflict, and indicate whether or not they believe that they can evaluate the grade appeals impartially. The Chair will review the reported conflict or potential for a perceived conflict and decide whether the voting member can sit on the Committee for the grade appeals process or whether the Committee member must be recused and replaced with an alternative from that department.

IV. Meetings

The Committee will meet on an ad hoc basis after a grade appeal has been initiated through the Office of the Vice Dean for Education. Meetings will be held in as timely a manner as possible in order to ensure a quorum. A quorum will be constituted of 50% or greater of voting members present in addition to the Vice Dean for Education or designee, the Associate Dean for Medical Student Affairs or designee, and the Associate Dean and Registrar of designee. Committee members will be provided with copies of all relevant written materials including the student’s grade appeal and any response from the involved course director(s).

Students will be expected to address the Committee in person as will the course director of the course under appeal. Students may be accompanied by a faculty, staff, or peer advocate at the meeting. Students or those who accompany them, along with involved course directors, may not be present for any other portion of the meeting including discussions of other students, deliberations, and votes.

During the meeting, Committee members may decide that additional information is required of either the student or the course director in order to reach a decision. This will be communicated to the appropriate person(s) by the Associate Dean for Medical Student Affairs, or a designee, and the Committee will reconvene at a later date to consider the new information before reaching a decision.

V. Decisions

The Committee will decide whether to uphold the existing grade or mandate an amendment. This decision will be communicated to the student and the involved course director(s) in verbal and written form by the Associate Dean for Medical Student Affairs, or a designee.

The procedure for a student to appeal a decision is delineated in the appropriate section of the Academic Catalog.

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VI. Voting Procedures

No votes will be taken until all voting members present have verified that they have reviewed the written materials supplied. After discussion of the matter under consideration, the committee will vote by a show of hands. One vote per member is allowed. In the event of a tied vote, the Vice Dean for Education or his/her designee will vote to break the tie.

VII. Minutes

The Associate Dean and Registrar, or a designee, will take written minutes at the meetings. These will then be reviewed by the Associate Dean and Registrar and the Associate Dean for Medical Student Affairs and transcribed into typewritten form. Minutes from the meetings shall be kept in the Registrar’s Office.

VIII. Changes to These Bylaws

From time to time, it may be found necessary to change these bylaws in order for the Committee to better fulfill its charge. Any proposed changes to the bylaws will be presented as an information agenda item at a regular meeting of the Undergraduate Medical Education Policy and Curriculum Committee, and presented as an action item requiring a vote at the next regular meeting of said committee. If the vote results in changes to these bylaws, this will be reflected in the meeting’s minutes and a revised copy of the bylaws will be made available.