

Policy Number	UME.GOV.103
Policy Title	Exceptions and Appeals for Academic Record and Curriculum Matters Policy
Effective Date	2/1/2026
Last Revision Date (if any)	N/A
Scope	UME students, faculty, and administrative staff
LCME Element(s) (if any)	N/A

Exceptions and Appeals for Academic Record and Curriculum Matters Policy

I. PURPOSE

To provide a consistent process for reviewing requests related to the academic record, curriculum, or graduation requirements when such processes are not specifically stipulated in current policies. Examples include transcript course title changes or other academic exceptions.

II. SCOPE

This policy applies to the records of medical students in the MD curriculum at PSOM. It also guides faculty and administrative staff involved in curriculum oversight, student records, and academic governance.

III. POLICY

Requests from students or faculty to modify elements of the official academic record, curriculum, or related documentation must be reviewed through an established governance process to ensure consistency, fairness, and institutional integrity. When no existing policy directly applies, this policy serves as the default framework.

Individual student matters (e.g., transcript or graduation requirement exceptions) are reviewed by the [Student Standards Committee](#) (SSC).

Curriculum-wide issues (e.g., course title changes affecting multiple students) are reviewed by the [Undergraduate Medical Education Committee](#) (UMEC).

IV. PROCESS/PROCEDURE

Initiation of Request

1. A request may be initiated by students, faculty, and staff by contacting a [UMELT Associate Dean](#).
2. The request must include:
 - a. A written description of the issue(s) and requested action(s).
 - b. Rationale and supporting documentation.
 - c. Relevant dates and any affected coursework and/or official records (e.g., transcript).

Initial Review

1. Request recipients will determine whether an existing policy or process exists to address the requestor's needs and advise the requestor on the outcome.
2. If no policy or process exists, the request will be forwarded to the appropriate body for review and adjudication as detailed in this policy.

Committee Review

Committees will consider:

1. The rationale for the request.
2. Consistency with academic and professional standards and institutional precedent.
3. Potential impact on students, faculty, administrative processes, and current and future patients.

Decision and Documentation

1. Decisions will be communicated in writing to the initiating Associate Dean and the requestor.
2. Approved actions will be documented in the student's record, if applicable, and maintained by the Registrar.
3. When the request reveals a policy gap, the reviewing committee may recommend developing a formal policy.

Appeals

Decisions may be appealed to the Vice Dean for Undergraduate Medical Education, or their designee, within 10 days of receiving the official decision letter.

1. If the decision was made by SSC, the Vice Dean for Undergraduate Medical Education will convene the SSC Appellate Committee. Their decision will be final.
2. If the decision was made by UMEC, the Vice Dean for Undergraduate Medical Education will convene an ad hoc committee to review the appeal. The ad hoc committee's decision will be final.

V. POLICY AUTHOR(S)

Office of the Registrar

Office of the Vice Dean for Undergraduate Medical Education

VI. REFERENCES

[Student Standards Committee](#)

[Undergraduate Medical Education Committee](#)

VII. GOVERNING BODY

Undergraduate Medical Education Committee

VIII. POLICY HISTORY

Date	Change
November 2025	Created
01/20/2026	Approved