



## PROCEDURE FOR FILING AN MSPE APPEAL

Students may file an appeal if there is a disagreement with the content of their MSPE. Students wishing to appeal must follow the steps outlined below.

### **First Step: Student Statement**

The student must try to resolve any issues with their MSPE by consulting with their M3/M4 Faculty Advisor.

### **Second Step: Associate Dean of Academic and Career Advising Statement**

If the student is not satisfied after the initial discussion with his or her Faculty Advisor, the student can initiate the formal MSPE appeal process in writing using this MSPE Appeal Form. The student must complete **sections I and II** and submit the form to the Associate Dean of Academic and Career Advising for review.

He or she will respond to the student request in writing within **10 business days** of receiving the request and will return a copy of this form to the student in case they wish to pursue the matter further.

- If the appeal is approved by the Associate Dean of Academic and Career Advising, he or she will inform the student and the student's faculty advisor to make the appropriate changes to the MSPE.
- If the student decides not to pursue the appeal further, they are to sign Section III and return this form to the Associate Dean of Academic and Career Advising.
- If the appeal is denied, the student has **2 business days** from the date of the Dean's response to appeal in writing to the Office of Medical Education using Section IV and submit it to the Associate Dean of Medical Education.

### **Third Step: Appeal to Office of Medical Education**

The student will sign and submit this form to the Associate Dean of Medical Education in the Office of Medical Education if they wish to pursue the appeal process.

- If the appeal is approved, he/she will inform the student and the student's faculty advisor to make the appropriate changes to the MSPE.
- If the appeal is not approved, the student has **2 business days** from receipt of the form from the OME to appeal in writing to the Dean of the College of Medicine using Section V.

### **Fourth Step: Dean of the College of Medicine**

If the Associate Dean of Medical Education denies the appeal, the student has **2 business days** from receipt of the form to submit an appeal in writing to the Dean. The Dean will render the final decision in writing within **10 business days** of receipt of the formal appeal. The Dean's decision is final. **If a change to the student's MSPE is determined by the Dean, they will inform the student's Faculty Advisor of the necessary amendments to the MSPE before it is released into ERAs.**



**SECTION I: STUDENT INFORMATION**

**PLEASE PRINT in blue or black ink. Student complete sections I and II. Submit to Office of Student Affairs.**

Name: \_\_\_\_\_  
Last First Middle

Student ID#: \_\_\_\_\_ Class of: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Apt. Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduating Class of: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

**SECTION II: STUDENT STATEMENT**

**The basis for this appeal is:**

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*Please attach an additional page if more space is needed.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION III: ASSOCIATE DEAN OF ACADEMIC AND CAREER ADVISING MSPE APPEAL REVIEW  
(DEAN USE ONLY)**

I have reviewed the MSPE appeal and my decision is to:

- Uphold the appeal
- Decline the appeal

The basis for my decision is:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Michael Wong, Associate Dean of Academic and Career Advising**

**SECTION III: STUDENT ACCEPTANCE OF ASSOCIATE DEAN OF ACADEMIC AND CAREER ADVISING  
APPEAL DECISION**

I have reached a satisfactory resolution of my MSPE appeal through the Associate Dean of Academic and Career Advising.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION IV: STUDENT APPEAL TO OFFICE OF MEDICAL EDUCATION**

I have followed the formal process outlined in the MSPE Appeal Procedure and have been unable to reach a satisfactory resolution of my appeal through the Associate Dean of Academic and Career Advising. I wish to appeal my MSPE with the Associate Dean of Medical Education in the Office of Medical Education.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION IV: OFFICE OF MEDICAL EDUCATION APPEAL REVIEW (OME USE ONLY)**

I have reviewed the MSPE appeal decision rendered by the Associate Dean of Academic and Career Advising and my decision is to:

- Uphold the appeal
- Decline the appeal

The basis for my decision is:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Catherine Yang, Associate Dean of Medical Education**

**SECTION V: STUDENT APPEAL TO THE DEAN OF THE COLLEGE OF MEDICINE**

I have followed the informal process outlined in the MSPE Appeal Procedure and have been unable to reach a satisfactory resolution of my appeal. I wish to appeal my course grade to the Dean of the College of Medicine.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION V: DEAN OF COLLEGE OF MEDICINE APPEAL REVIEW (DEAN USE ONLY)**

The appeal has been reviewed according to the formal MSPE appeal procedure. A final decision has been made to:

- Uphold the appeal
- Decline the appeal

The basis for my decision is:  
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Joseph Silva, Dean, California Northstate University College of Medicine**