Within 14 days of posting of assessment student initiates dispute by contacting the clinical rotation Medical Student Coordinator at UIC.

Student requests a meeting with the site-specific physician or site director via the Student Coordinator.

Student contacts the COM Administrative Officer (AO) for grade complaints of the Grievance Process, Janet Comins at 312-996-1200, to inform the AO that they are seeking an informal resolution to an assessment dispute.

Site-specific physician involved with assessment determines resolution to student’s informal complaint.

Site physician’s decision not to student’s satisfaction

If the student does not accept the terms of Resolution Process 1st Step

Student submits a written complaint to the Clinical Site Director, Coordinator and copies the Clerkship Director.

Complaint must provide a clear description of the dispute.

The site Clinical Rotation Director makes a decision.

No more than 14 days suggested time for resolution during this period

If the student is not satisfied with the site Clinical Director’s decision, the student contacts the Clinical Course Director.

The Clinical Director contacts the Site Director and attempts to mediate the issue.

The Clinical Director communicates the decision to the student.

No more than 14 days suggested time for resolution during this period

If the student is not satisfied with the site Clinical Director’s decision, the student contacts the Clinical Course Director.

The Clinical Director contacts the Site Director and attempts to mediate the issue.

The Clinical Director communicates the decision to the student.

No more than 14 days suggested time for resolution during this period

If all attempts at an informal resolution are not to the satisfaction of the student, the student may initiate a formal Grievance

A formal Grievance must be filed within 60 days of the date of the posting of the assessment.

Must be filed in writing and signed and dated by student.

Filed with the Administrative Officer, Janet Comins, in COM 312-996-1200.

The Grievance should include:

- Clear description of the decision being grieved.
- Reason for challenging that decision.
- Specific remedy requested.
- Description of all informal steps.
- Follow the Student Academic Grievance Procedures.

The Following process should be followed in a step-wise manner.

Initiate a Formal Grade Grievance

Administrative Officer of Grievance Process for Grade Complaints

Click on Icon for full list of Coordinator contact information

Click on Icon for a link to Student Academic Grievance Procedures

Click on Icon above for full list of Coordinator contact information

Click on Icon  for full list of Clinical Director contact information

The Following process should be followed in a step-wise manner.