

Policy Name: 10.03.2 Grade Appeal Policy**Scope**

Course/clerkship directors serve as the instructor of record and therefore retain primary responsibility for assigning grades and evaluations for students in The University of Texas at Tyler (UT Tyler) School of Medicine. Students can appeal final grades in a course or clerkship by following the *Grade Appeal Policy*.

Policy

Students at UT Tyler School of Medicine have the right to appeal decisions regarding final grades or evaluations in a course or clerkship. Grade appeals must begin with a serious effort to resolve the matter with the faculty member who assigned the grade.

Process

The procedure for grade appeals is as follows:

1. A student must file a written appeal via the [grade appeal form](#) with the course/clerkship director within ten (10) business days following the grade's posting. The student must clearly outline how the grade earned does not comply with the policies written in the syllabus and/or UT Tyler policies, and/or infringes on academic freedom and include documentation that supports the student's rationale. The basis of the grade appeal and a potential resolution must be part of the student's submission. Except for extenuating circumstances (e.g., fire alarms, building evacuations), performance on a written examination will not constitute the basis for appeal.
2. The course/clerkship director will review the appeal and documentation. Students will receive a written email response to a grade appeal from the course/clerkship director within five (5) business days following the student's submission.
3. If a student and the course/clerkship director are unable to reach a resolution, a secondary appeal can be made to the Undergraduate Medical Education (UME) Dean or designee if a conflict exists. A secondary appeal must be made within five (5) business days following receipt of a written decision from the course/clerkship director. A secondary appeal must be submitted via the [secondary grade appeal form](#) and must include the written statement explaining the basis for escalating the inquiry, including all records of previous findings from the course/clerkship director, along with any other relevant documentation. The UME Dean or designee will provide the student and course/clerkship director with a written decision within five (5) business days. A decision on the secondary appeal will include one of the following:

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- a. Affirm the decision of the course/clerkship director
- b. Amend the course/clerkship director's decision; or
- c. Issue an alternative decision and instructions.

The decision of the UME Dean is final. Notification will be made to the appropriate academic committees regarding decisions made under the *Grade Appeal Policy* resulting in unsatisfactory progress.

Curriculum Oversight Committee Approved: 1/11/2022

Revision Date: 12/2023

Review Date: