

## **Grade Appeal Policy**

### **Scope**

Module/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 Tyler School of Medicine. Students can appeal final grades in a course or clerkship by following the *Grade Appeal Policy*.

### **Policy**

Students at The University of Texas at Tyler School of Medicine have the right to appeal decisions regarding final grades or evaluations in a module, 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 their UT Tyler School of Medicine email address with the module, course or clerkship director within ten (10) days following the grade's posting, and copy (CC) the Associate Dean of Student Affairs on the email. The student must clearly outline how the grade earned is not appropriate and include support and documentation as appropriate. 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 module, course or clerkship director will review the appeal and documentation. Students will receive a written email response to a grade appeal from the module, course or clerkship director within five (5) business days following the student's submission.
3. If a student and the module, course or clerkship director are unable to reach a resolution, a secondary appeal can be made to the Vice Dean of Academic and Faculty Affairs or designee. A secondary appeal must be made within five (5) business days following receipt of a written decision from the module, course or clerkship director. A secondary appeal must include the written statement explaining the basis for escalating the inquiry, including all records of previous findings from the module, course or clerkship director, along with any other relevant documentation. The Vice Dean of Academic and Faculty Affairs or designee will provide the student and module, course or clerkship director with a written decision within five (5) business days. A decision on the secondary appeal may include one of the following:
  - a. Affirm the decision of the module, course or clerkship director
  - b. Amend the module, course or clerkship director's decision; or
  - c. Issue an alternative decision and instructions.

Notification will be made to the appropriate academic committees regarding decisions made under the *Grade Appeal Policy* resulting in unsatisfactory progress.