

Policy Name: 9.09.1 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 at The University of Texas at Tyler School of Medicine (UT Tyler SOM). 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 final grades or evaluations (including Medical Student Performance Evaluation comments) in a course or clerkship.

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 five (5) business days (by 5pm) 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.
2. The course/clerkship director will review the appeal form and included documentation. Students will receive a decision via email 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, the student can pursue a secondary grade appeal. A secondary appeal must be submitted within five (5) business days (by 5pm) following the date the course/clerkship director's decision was sent. 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, all records of previous findings from the course/clerkship director, and any additional relevant documentation. The secondary appeal is reviewed by the Undergraduate Medical Education Dean (UME Dean) or designee. A designee is assigned in the instance that the UME Dean has a conflict of interest due to involvement with the primary grade appeal. 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:
 - 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 (or designee) is final.

Curriculum Oversight Committee Approved: 1/11/2022

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