



Grade Appeals Policy

Category:	1-Grading and Progression
Curriculum Phase:	All Phases
Author/Authoring Body:	Curricular Affairs
Responsible Unit:	Curricular Affairs
Policy Contact:	Curricular Affairs Dean Office
Next Review Year:	2028

Summary

Students may appeal a final course grade within 10 business days of receipt if they believe it does not accurately represent their performance. The appeal process first involves the course director and then, if necessary, the Associate Dean for Curricular Affairs, whose determination is final.

Related LCME Standards

11.6 Student Access to Educational Records

A medical school has policies and procedures in place that permit a medical student to review and to challenge the student's educational records, including the Medical Student Performance Evaluation, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

Applicability & Scope

This policy applies to all medical students enrolled in the MD program who wish to appeal a final grade received in any course (see definition) at the College of Medicine.

Definitions

Course – Any instructional unit within the College of Medicine's undergraduate medical education program, including but not limited to courses, blocks, clerkships, and electives.

Policy Statement

I. Grounds for Appealing a Grade

- A. A student may appeal a final course grade if the student believes that the grade does not accurately represent their performance in the course.
- B. Specific comments or feedback from classmates, faculty, residents, or others are not subject to appeal.

- C. Students are permitted to continue their coursework and progression in the curriculum during the grade appeal process.
 - 1) Once a student has submitted an appeal, the student's course grade is not considered "final" until the appeal process has ended.

II. Process and Timeline

A. Initial Appeal

- 1) A student who wishes to appeal a final course grade must do so within 10 business days of receipt. The student must submit a written appeal (via email) to the course director and state the basis upon which they believe their grade should have been higher. The student may include documentation that supports the appeal.
- 2) Within 10 business days of receipt of the appeal, the course director will meet with the student to review the grade/grading process and determine whether the grade is appropriate, the grade should be changed, or offer an alternative resolution. The course director will communicate their determination in writing to the student and copy the block coordinator, Assistant Dean for Foundational Sciences or Clinical Competency (as applicable), and Director of Student Records/Registrar.
 - a) Alternative resolutions are at the discretion of the course director.

B. Secondary Appeal

- 1) A student may choose to appeal the course director's determination in writing within 5 business days of receiving this determination. The student must submit a written appeal (via email) of their final course grade to the Associate Dean for Curricular Affairs.
 - a) The secondary appeal to the Associate Dean for Curricular Affairs should contain the same basis for appeal as presented in the initial appeal.
 - b) Any additional documentation or information that emerged during the initial appeal process may be included, but students may not introduce entirely new grounds for appeal that were not presented to the course director.
- 2) Within 10 business days of receipt of the appeal, the Associate Dean for Curricular Affairs will meet separately with the course director and the student and review any relevant documentation provided by the student or course director.
- 3) Within 10 business days of meeting with the course director and the student, the Associate Dean for Curricular Affairs will either:
 - a) determine whether the grade is appropriate, the grade should be changed, or offer an alternative resolution; or
 - b) select two or more other course directors or faculty who were not involved in the student's initial assessment to advise on whether the grade is appropriate, the grade should be changed, or recommend an alternative resolution.
 - c) Alternative resolutions are at the discretion of the Associate Dean for Curricular Affairs.
- 4) The Associate Dean for Curricular Affairs will communicate in writing (via email) their determination to both the student and the course director. The Associate Dean for Curricular Affairs will provide copies of their determination to the Associate Dean for Student Affairs and the Vice Dean for Medical Education.

C. Final Determination

- 1) The Associate Dean for Curricular Affairs' determination is final and no further grade appeal is permitted.

Procedures

None

Related Information

Policies

- [COM-T Policy 1-101: Grading and Progression Policy](#)

Revision History

2025/09/10: The Tucson Educational Policy Committee approved revisions to clarify appeals timeframe and process.

2019/10/19: Policy revised.

2019/9/13: Policy revised.

2019/8/7: Policy revised.

2013/6/30: Policy approved.