

<b>Policy 3.1.16</b>
UAMS COM Undergraduate Medical Education
<b>Section</b>
Student Supervision and Learning Environment
<b>Title</b>
<b>GRADE APPEAL POLICY</b>
<b>LCME Element(s)</b>
11.6 Student Access to Educational Records
<b>Approved By</b>
UAMS COM Curriculum Committee
<b>Version History</b>
December 1, 2025

UAMS College of Medicine students desiring to appeal a grade in a course or clerkship, shall proceed as follows:

#### Phases of Grade Appeal

1. **Informal resolution – phase one:** Before initiating the formal grade appeal process, medical students believing a final grade is incorrect should first request a reconsideration from the course/clerkship/elective director. This informal review must occur no later than 7 business days of the grade posting in O2. Following this discussion, students receive an explanation of how the final grade was determined and can view contributing assessment results.
2. **Formal appeal - phase two:** If a student is unable to resolve the issue in the informal process, then the student should file a formal appeal. The formal appeal should be written (preferably via email) and describe the rationale for the requested change. The formal written appeal must be given to the course/clerkship director within 14 business days of posting of the grade in O2. The course/clerkship director will respond to the student, with a copy to the Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs within 7 business days of receiving the formal appeal.
3. **Formal appeal – phase three:** If a student is not satisfied with the result of phase one and two, they may request a formal appeal. This formal appeal must be filed with the Executive Associate Dean for Academic Affairs within 7 business days of receipt of the course director answer to the formal appeal. The Executive Associate Dean will appoint a committee of three faculty members to consider the appeal. These faculty members must not teach in the course or clerkship in which the grade appeal is made and must not have other conflicts of interest with the student involved. They must not be current members of the Student Promotions Committee. The Executive Associate Dean will provide the committee with the written formal appeal and the written course director reply. The committee may decide the appeal based only on these written materials; or they may meet with the student and course/clerkship director to discuss the involved

issues with both parties. If the committee decides to hold meetings, they must meet with both parties.

The appeal committee will decide the appeal by majority vote and will provide their decision to overturn or uphold the grade within 10 business days. They will provide their decision to the Executive Associate Dean who will then inform the parties. The decision of the appeal committee is final.



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Executive Associate Dean for Academic Affairs

December 1, 2025

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Date