

## **Grade Appeal Policy for the School of Natural Sciences and Mathematics**

The criteria for appealing a grade assigned for the courses offered in the UAB School of Natural Sciences and Mathematics courses are:

- a belief that an error was made in the determination of the grade; and
- a belief that a grade was arrived at unfairly or on the basis of inconsistent application among students of the stated evaluation standards.

Should a student believe that either of these circumstances apply and that an appeal is warranted, the following procedures are to be followed:

1. Clarification must be first sought from the course instructor in an attempt to resolve the disagreement without further appeal.
2. If the matter cannot be resolved in consultation with the course instructor, the student may file a formal appeal to the Chair of the course instructor's department requesting consideration of the appeal. This request must be written and accompanied by any appropriate documentation including a description of the basis for the appeal and of the failed attempt to resolve it with the instructor. Upon receipt of such a request, the departmental Chair will acknowledge the date the appeal is received and provide notice to the student when an answer may be expected. The departmental Chair will bear responsibility to solicit information relevant to the situation from the student and the course instructor, and on the basis of that information make a determination for or against the appeal. It is the responsibility of the departmental Chair (or designee) to provide the student with a written departmental response to the appeal and the rationale for his or her decision within 10 working days of receipt of the student's written appeal. For all courses in NS&M, grade appeals must be submitted no later than four weeks after the end of the semester in which the grade was received.
3. If the departmental Chair determines that there is an insufficient basis for a grade change and rules against the appeal, the student may submit a final written appeal to the Dean of the School of Natural Sciences and Mathematics requesting him or her to consider the appeal. This written appeal must be received within 10 working days after the student receives the written departmental response. The Dean will acknowledge receipt of the student's grade appeal and will inform the student of the course of action within 10 working days of the date that the appeal is received in the Dean's office including when an answer can be expected. All information and data gathered at the departmental review will be requested to be forwarded to the Dean in order to assist the Dean in making a decision. The decision of the Dean will be final.
4. Appeals of grades in courses taken outside the School of Natural Sciences and Mathematics will be handled according to the policies and procedures of the schools within which the courses reside. Final disposition of grade appeals for courses in Graduate School programs resides with the Dean of the Graduate School.