

## **Grade Appeal Policy in the Department of Chemistry at the University of Alabama at Birmingham**

The duty and responsibility for assigning grades to students enrolled in courses in the Department of Chemistry is at the sole discretion of the instructor of record for that course.

The only legitimate criteria for changing a grade assigned by an instructor in courses offered in the Department of Chemistry are:

- evidence that an error was made in the determination of the grade, or
- evidence that a grade was arrived at unfairly, or on the basis of inconsistent application of the stated course 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. The student should first seek clarification from the course instructor in an attempt to resolve the disagreement between the two parties directly involved.
2. If the matter cannot be resolved in consultation with the course instructor, the student may submit a written appeal to the Chair of the Department of Chemistry requesting consideration of the appeal. This request must be in writing and accompanied by appropriate documentation, including a description of the basis for the appeal and the failed attempt to resolve it with the instructor. The Department Chair will be responsible for soliciting information relevant to the situation from the student and the course instructor. On the basis of this information the Chair will make a determination for or against the appeal. It is the responsibility of the Department Chair (or his/her designee) to provide the student with a written department response to the appeal the rationale for his or her decision within 10 working days of receipt of the student's written appeal. For all courses in the Department of Chemistry, grade appeals must be submitted no later than four weeks after the end of the semester in which the grade was received.
3. If Chair of the Department of Chemistry determines that there is a legitimate basis for the petition and upholds the student's appeal, the Chair will ensure that the assigned grade is appropriately changed.
4. If the Department Chair determines that there is an insufficient justification for a grade change and rules against the appeal, the student may request a reconsideration of this finding.
5. If the student is requesting reconsideration of the Chair's decision for a grade in an undergraduate course, the request should be directed to the Dean of the College of Arts and Sciences. This second, final, written appeal must be received within 10 working days after the student receives the written Department response. The Dean will follow the UAB College of Arts and Sciences policy on academic grievances as described in the on-line Undergraduate Catalog.  
  
<http://catalog.uab.edu/undergraduate/academicstudentresources/progresstowardadegree/#conductcomplaintstext>
6. If the student is requesting reconsideration of the Chair's decision for a grade in a graduate course, the reconsideration should be directed to the Dean of the Graduate School. Final disposition of grade appeals for graduate courses offered in the Department of Chemistry resides with the Dean of the Graduate School.