

# Basic Sciences Grading Policies

The course requirements and grading policy are specified in each course syllabus for Terms 1-5. Students' transcripts reflect a students' achievement of course requirements and their academic performance.

Students are provided opportunities throughout the term to review their gradebooks to ensure all formative points are accounted for and to request a review of participation records. After each exam, students who wish to contest an examination score should contact the Course Director in writing within 24 hours of the posting of the score. Students who wish to contest a final course grade should contact the Course Director in writing within 24 hours of the posting of the grade. Students should state the basis for contestation (e.g., error in calculation, missing points, etc.). The Course Director will review the student's score or grade and report the result of the review in writing to the student and Senior Associate Dean of Basic Sciences Office before the deadline for grade finalization. If the matter remains unresolved, students may submit a written appeal to the Sr. Associate Dean of Basic Sciences Office within 24 hours of receiving the written determination from the Course Director.