

13.02.99.C0.03 Student Grade Appeals



Revised: September 11, 2023
Next Scheduled Review: May 13, 2024
[Revision History](#)

Procedure Summary

Students at Texas A&M University-Corpus Christi (TAMU-CC) are allowed to appeal course grades they feel were not given fairly. This procedure outlines the grade appeal process for students of TAMU-CC.

Definitions

See Article II of the Student Code of Conduct for definitions (link in the Appendix section of this procedure).

Procedure

1. General
 - 1.1. While the faculty should encourage free discussion, inquiry, and expression, student performance should be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards.
 - 1.2. Faculty are responsible for outlining the objectives and setting standards for each course and for making clear the means of evaluation for purposes of grading students. Students are responsible for participating in and out of class, learning the content of any course of study, and maintaining standards of academic performance established for each course in which they are enrolled.
 - 1.3. Students shall have protection through orderly procedures against prejudices or arbitrary academic evaluation. A student who believes that their final grade reflects academic evaluation which is arbitrary, prejudiced, or inappropriate

in view of the standards and practices outlined in the class syllabus, may appeal the grade given for the course.

- 1.4. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A preponderance of the information, as defined in the Student Code of Conduct (see Appendix) will be used as the standard of proof.
- 1.5. A student who has failed to meet the grade requirements of a prerequisite course and is appealing the grade in that course is not allowed to register for the subsequent course(s) unless a grade change resulting from the appeal meets the prerequisite course requirements.
- 1.6. This procedure does not apply to grades that may be affected by academic misconduct or dishonesty cases. Academic misconduct is defined in the Student Code of Conduct Article III, and the process is outlined in university procedure *13.02.99.C0.04, Academic Misconduct Cases*. Grade appeal cases involving academic misconduct will be heard after the resolution of the associated academic misconduct case.
- 1.7. Each academic unit (e.g., college, school) will be responsible for maintaining records of all grade appeals, including collecting and storing files associated with individual appeals. These records must be retained for a period consistent with the Texas A&M System Records Retention Policy. Both logs and records will be made available upon request to demonstrate compliance with Southern Association of Colleges and Schools Commission on Colleges accreditation standards.
- 1.8. Academic units may expand on the grade appeal process stated in this procedure. Any additional academic unit requirements must be clearly stated in the academic unit's faculty handbook and be in place no later than the start of the fall semester to be applicable for that academic year. For assistance and/or guidance in the grade appeals process, students may contact the Office of the Associate Dean/Director of the academic unit in which the course is taught.

2. Academic Unit Grade Appeal Committee

Each of the academic units will have an Academic Unit Grade Appeal Committee (CGAC) made up of no fewer than three (3) faculty members, one of whom will serve as chair of the CGAC, and two (2) students to consider student grade appeals. At a minimum, academic unit policy will specify each of the following:

- 2.1. Appointment of Faculty Members: the process of selecting faculty members for the CGAC, qualifications, required training, and term of service.

- 2.2. Appointment of Student Members: the process of selecting student members for the CGAC, qualifications, required training, and term of service.
- 2.3. Replacement or substitutions: provisions for replacement of committee members unable to serve, or substitutions for a member of the committee in any way involved in a particular case.

3. The Appeal Process

With the advice of Student Conduct & Community Standards and the approval of the Office of the Provost, each academic unit will follow the steps and actions indicated below:

3.1. Presentation of Grievance to Faculty Member (Informal)

The faculty member of the class is the primary authority with respect to a student's proficiency and final grade in that course. Most problems or complaints can be resolved through discussions between the student and the faculty member. Therefore, before beginning the formal appeal process the student must discuss the matter with the faculty member unless the faculty member is, for any reason, unavailable.

3.2. Appeal to Department Chair

3.2.1. If the student believes the matter is not satisfactorily resolved at the student-faculty level, or if the faculty member is unavailable or no longer with the university, an appeal of the final grade in the class must be submitted, in writing, to the appropriate department chair in the academic unit in which the course is taught.

3.2.2. This formal written appeal should be initiated no later than twenty (20) business days after the start of the next long semester.

3.2.3. Normally, within five (5) business days, the department chair will consult with the student and the faculty member to attempt a successful resolution of the appeal. If successful, the department chair will issue to the student and faculty member a written statement of the findings and any actions agreed to and follow up to see that any such actions are executed.

3.2.4. If no satisfactory resolution can be found as agreed upon by the faculty member, department chair, and student, the department chair will refer the matter, normally within five (5) business days, to the

associate dean/director of the academic unit for a hearing by the CGAC. The department chair will issue to the student, faculty member, and associate dean/director of the academic unit a written statement of findings indicating that this stage of the appeal process is complete.

3.2.5. If the faculty member in the case is the department chair their role, as described above, will be assumed by the appropriate academic unit associate dean/director.

3.3. Action by the Associate Dean/Director of the Academic Unit

3.3.1. The associate dean/director of the academic unit will schedule a hearing before the CGAC normally within twenty (20) business days. The case will be heard at a time and place that does not conflict with class schedules of the students and faculty involved. If the hearing is set with the concurrence of the parties and the student or faculty member cannot attend, the hearing may proceed as scheduled.

3.3.2. If the faculty member is an associate dean/director, their role, as described above, will be assumed by the appropriate academic unit dean/director.

4. Proceedings of the Academic Unit Grade Appeal Committee (GAC)

Each academic unit's GAC will adhere to the following requirements.

4.1. Burden of Proof: The burden of proof shall rest with the student.

4.2. Standard of Proof: The standard of proof shall be a preponderance of the information.

4.3. Quorum: A statement of what shall constitute a quorum of the GAC.

4.4. Objections to Panel Membership: While the student has no right to preemptory challenge or challenge for cause of any committee member, the panel may, by majority vote, recess to consider a student objection in a closed session. In closed sessions, the member in question may choose to recuse themselves, a majority of the panel may vote to recuse the member, or a majority of the panel may vote to continue with the member in question impaneled. If the member is recused for any reason and the remaining members of the panel present constitute a quorum, the hearing will continue. If after such recusal the membership present does not constitute a quorum, the hearing will be rescheduled, and a substitute member of the panel will be appointed.

- 4.5. Privacy: The proceedings, findings, and recommendations shall not be open to the general public or available to any individuals other than those involved with the case.
- 4.6. Hearing Protocol: Hearings shall include at least the following elements.
 - 4.6.1. Role of the chair: The chair of a GAC will preside at the hearing, maintain orderly proceedings, and assure that all parties receive a fair hearing. The chair will be a voting member of the GAC. The chair will keep appropriate records of meetings and actions of the GAC and is responsible for all communications by the GAC with other parties to a hearing. The chair will have the right to adjust protocol, given the circumstances, to ensure fairness.
 - 4.6.2. Evidence and Testimony: The committee shall hear all parties to the case and review all information presented. Both the faculty member and student shall be present at the same time during the formal hearing. Students not residing at or near TAMU-CC may request to attend the hearing via video conference call or another electronic medium as appropriate. Likewise, a faculty member who is unavailable for a long period and unable to be physically present may also request to attend the hearing through an appropriate electronic medium.
 - 4.6.3. Rights to an Advisor: All parties to the hearing may be accompanied by another person in an advisory capacity only. Such person may not participate directly in the hearing.
- 4.7. Decision: The GAC will determine the facts of the case and attempt to effect a fair and appropriate resolution to the complaint. Depending on the circumstances of the case, the GAC may recommend to the associate dean/director of the academic unit that 1) the original grade given by the faculty member is upheld or 2) that the grade in question is changed to a specific alternate grade. In cases where the faculty member is no longer affiliated with TAMU-CC, the academic unit dean/director may initiate the change of grade, if so requested.
- 4.8. Notification of Findings: The chair of the GAC will present its findings and recommendations, in writing, to the academic unit associate dean/director (or dean/director, if the associate dean/director is a party to the case) normally within five (5) business days after completion of its hearings and deliberations. The notification should include a short summary of the facts of the case, the hearing, and the specific recommendations of the committee.

The associate academic unit dean/director (or dean/director) will make a decision and send written notification of the decision to the student and the faculty member involved normally within five (5) business days after receiving the GAC's findings and recommendations. This decision of the academic unit associate dean/director (or dean/director) is final.

Related Statutes, Policies, or Requirements

System Policy [13.02, Student Rights and Obligations](#)

University Procedure [13.02.99.C0.04, Student Academic Misconduct](#)

This procedure supersedes:

- [13.02.99.C2.01, Student Grade Appeal Procedure](#)
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Appendix

[Student Code of Conduct](#)

[Student Grade Appeal Form](#)

Contact Office

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs
(361) 825-2722