MEMORANDUM

DATE: February 27, 2008

TO: Dr. Angie Hill Price
Speaker, Faculty Senate

FROM: Dr. David W. Parrott
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

In May 2007, Dr. Don Curtis submitted the attached rule revision. His intent was to change instances in the rules where it referred to the “dean” to the “dean or designee”. This would align the rules with current practice.

The Student Rules and Regulations Committee thought it best to review each instance in the rules where it referred to the “dean” to ensure that it was indeed appropriate to change the language to the “dean or designee”. A subcommittee was formed to review the rules for these instances.

On February 15, 2008 the subcommittee presented their recommendations to the Student Rules and Regulations Committee. The committee approved the language change proposed by the subcommittee.

In the interest of time, the Student Rules and Regulations Committee would like to propose these changes to be made as an editorial change. However, if the faculty senate would like to take the time to review and approve each instance, I have attached the proposed rule revision and each instance of where the language will be changed.
Date: 5/3/2007

Name: Donald J. Curtis, Jr.
Department: College of Liberal Arts
Email: doncurtis@tamu.edu
Phone: (979) 845-5143
Mailstop: 4223

EXISTING RULE:

RULE WITH PROPOSED CHANGES:
Change Regulation Citation: Student Rules Parts I, II and III Section #:

In each instance where the phrase "the Dean of the College" is used; I would propose that it be replaced with "the Dean of the College or his or her designee"

This has been done in more recently modified Student Rules, but in some, such as 48.4, 46.2.3, and 12.2, it only states "the Dean".

JUSTIFICATION FOR PROPOSED CHANGE:
In most instances the Dean will designate an Associate or Assistant Dean to handle issues of dismissal or appeal. A student recently insisted that because the Student Rule in her particular instance only mentioned "the Dean", that she had to deal only with him, and not with the Dean who had actually been assigned to deal with these matters, which is also the Dean who had the most experience with the process.

COMMENTS:
1.5 Curriculum Violation: Degree-Seeking Graduate and Undergraduate Students

1.5.1 A student is expected to register for a schedule of courses that follows the program of study for a degree in his or her college. A student who elects not to follow the program of study must obtain approval from his or her academic advisor, department head or college Dean or designee, and the Dean or designee of the college offering the courses. A student who fails to obtain approval may be, by his or her Dean or designee, blocked from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses.

1.5.2 A student whose work is unsatisfactory or who is on scholastic probation may be required by his or her college or department to register for a prescribed schedule.

1.5.3 A student who is blocked from registration because of scholastic deficiency in a major and who changes his or her curriculum into a new college may not register for hours in his or her previous major during the next semester without specific approval from the new Dean or designee.

Violation of this rule constitutes scholastic dishonesty.

1.6 A student must be enrolled in order to use the facilities of the university or the time of any member of its staff in connection with work for which he or she expects to receive academic credit.

1.7 A full-time undergraduate student is defined as one who is enrolled for at least 12 semester hours during a fall or spring semester, four hours in a five-week summer term and eight hours in a 10-week summer semester. A Q grade or W grade does not count toward the certification of enrollment status. Only hours for which a student is currently enrolled at Texas A&M University can be used toward certification of enrollment.

1.8 A full-time graduate student is defined as one who is registered for nine semester hours during a fall or spring semester, three hours in a five-week summer term and six hours in a 10-week summer semester. In addition, if a student is registered for at least one hour for the 10-week session and a total of six hours in any combination of 5-week sessions and the 10-week session, the student is considered full-time for the 10-week session. A Q grade or W grade does not count toward the certification of enrollment status.

1.9 Undergraduates Registering for Graduate Courses

1.9.1 A senior undergraduate student with a cumulative grade point ratio of at least 3.0 or approval of his/her academic Dean or designee, is eligible to enroll in a graduate course and reserve it for graduate credit by filing a petition obtained from the student’s undergraduate college and approved by the course instructor, the student’s major department head, the Dean or designee of the college offering the course and the Dean or designee of the student’s undergraduate college.

1.9.2 An academically superior undergraduate student with a cumulative grade point ratio of at least 3.25 or approval of his/her academic Dean or designee, is eligible to apply graduate credit hours toward his or her undergraduate degree program by filing a petition obtained from the student’s undergraduate college and approved by the course instructor, the student’s major department head, the Dean or designee of the college offering the course and the Dean or designee of the student’s undergraduate college. Graduate credit hours used to meet the requirements for a baccalaureate degree may not be used to meet the requirements for a graduate degree.

1.10 Registration Blocks
1.10.1 A student may be blocked from registering for future semesters by the following offices for the following reasons. This list is not inclusive of all offices that can block students or all types of blocks.

Office of Graduate Studies, academic departments or colleges—for scholastic deficiency or for disciplinary reasons related to scholastic dishonesty.

Transportation Services—for an accumulation of overdue, unpaid parking violation citations.

Student Financial Aid—for an outstanding bill owed for financial aid.

Fiscal Department—for an outstanding bill owed to the university.

Office of Admissions and Records, Office of Graduate Studies, academic departments and colleges—for students admitted provisionally or on probation or for information lacking to complete the admission process and for enrolled students who have submitted questionable records (such as transcripts or residency documents) to the registrar’s office.

Department of Student Life and Department of Residence Life—for disciplinary reasons.

Athletic Academic Affairs Office—to assure compliance with NCAA regulations.

International Student Services—to ensure compliance with university procedures and I.N.S. regulations.

Center for Academic Enhancement—to ensure compliance with Texas Academic Skills Program mandate.

1.10.2 A student who wishes to resolve the problem that resulted in the block or wishes to appeal the placing of the block should go to the department that placed the block on his or her record.

1.11 Maximum Schedule

1.11.1 An undergraduate student with an overall grade point ratio of 3.00 or better may register for a course load in excess of 19 hours in a fall or spring semester or six hours (seven if part is laboratory) in a summer term with the approval of his or her advisor.

1.11.2 An undergraduate student with an overall grade point ratio of less than 3.00 must obtain approval of his or her Dean or designee before registering for a course load in excess of 19 hours in a fall or spring semester or six hours (seven if part is laboratory) in a summer term.

1.12 Graduate students may enroll for a maximum of 15 hours during a regular semester, six hours for a five-week summer term and 10 hours for a 10-week summer semester.

1.13 Prerequisites
It is the responsibility of the student to be sure that course prerequisites are met. All prerequisites must be listed in the appropriate catalog or schedule of classes. A student may register for a course for which he or she has not met the prerequisites only with the consent of the head of the department in which the course is offered. Failure to meet course prerequisites could result in a student’s being dropped from the class.

1.14 Class Schedules
All classes will meet according to schedules prepared by the registrar. Modification in these schedules, including common night exams, may be made only when authorized by the registrar and approved by the Dean or designee of the college in which the course is offered.
(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

1.15. Scheduling of Courses
In case a section is dropped because of insufficient enrollment, a student may substitute other courses approved by his or her advisor.

1.16 Change in Schedule

1.16.1 A student may enroll in a class during the first five class days of the fall or spring semesters or during the first four class days of the summer terms or a 10-week summer semester. A student requesting to add a course after these deadlines must have the approval of the student’s Dean or designee and department.

1.16.2 A student may drop a course with no record during the first five class days of a fall or spring semester and during the first four class days of a summer term or a 10-week summer semester. Following this period, if approved by the Dean or designee of the student’s college, a student may drop a course without academic penalty through the 50th class day of a fall or spring semester, the 15th class day of summer term or the 35th class day of a 10-week summer semester. The symbol Q shall be given to indicate a drop without academic penalty. Undergraduate students will normally be permitted three Q-drops during their undergraduate studies; however:

1.16.3 Courses Q-dropped must have approval of the student’s Dean or designee or department as determined by the respective College.

1.16.4 Undergraduate students will normally be permitted three Q-drops during their undergraduate studies; however: Q-drops in one-hour courses will not count in the limit of three, unless offered by the College of Geosciences or the College of Science. If a lecture and companion lab are dropped at the same time, this will count as one Q-drop rather than two.

1.17 Any course taught on a shortened format or between regularly scheduled terms will have add/drop, Q-grade and withdrawal dates proportionally the same as if the course were offered in a regular term. These dates will be determined by the registrar’s office.

1.18 A “W” may be approved by the Dean or designee of the student’s college if a student is allowed to drop a course anytime during the semester due to unusual or extenuating circumstances.

Students who no longer participate in the University’s ROTC program may drop military, naval or air science courses with a designation of "W".
2. Special Course Status (Revised: 2003)

2.1 Visiting Classes
A student enrolled at Texas A&M University may regularly attend class as a visitor only after securing
permission from the instructor and the head of the department in which the course is offered. This authori-
zation carries only the privilege of listening and observing. Courses in which a student is a visitor will not
be considered in determining a student’s credit hour load.

A person attending a class or doing the work of a course for which he or she has not registered in advance
shall not receive credit for the course.

2.2 Elective Studies
When part of the work in a curriculum is elective, the student must choose elective subjects in consultation
with his or her departmental advisor and within the limitations set by his or her college.

2.3 Correspondence and Extension Courses and Concurrent Enrollment

2.3.1 Students may apply up to 12 hours of correspondence credit earned through an accredited in-
stitution toward the requirements for an undergraduate degree even though Texas A&M Univer-
sity does not offer courses by correspondence. Correspondence courses taken through the Defense
Activity for Non-Traditional Education Support (DANTES) may be accepted and included in the
12 hours allowed. Extension credit from any university other than Texas A&M University is not
acceptable for graduate credit. Correspondence courses are in no case acceptable for graduate
credit.

2.3.2 Undergraduate students enrolled at Texas A&M who wish to take a course or courses con-
currently at another institution for degree credit at Texas A&M must receive the prior approval of
their Dean or designee.

2.4 Registration for Independent Studies, Variable Credit, Problems Courses
Any student enrolling in an independent study or problems course (481, 482, 484, 485, 491, 681, 685, 691,
692, etc.) must have the prior approval of the supervising instructor and the department head of the depart-
ment in which the course is to be taken.
4. English Proficiency

Any college may require an English Proficiency Examination of its students. Any student who fails the examination may be required to do remedial work in English as recommended by the head of the student’s department and approved by the Dean or designee of the student’s college.
5. Change of Curriculum (Revised: 1998)

5.1 Students in good academic standing (based on the receiving college’s requirements) may initiate a curriculum change during the semester no later than the last day of preregistration. Five workdays after final grades are available, curriculum changes may once again be initiated.

5.2 A student not in good standing may initiate a curriculum change during the semester until the first day of preregistration. Beginning with the first day of preregistration, a curriculum change will not be considered until after the end of the semester. Five days after final grades are available for the semester, curriculum changes may once again be initiated.

5.3 A first semester freshman may initiate a curriculum change through the fifth class day of the semester. After the fifth class day, no curriculum change will be considered until after the end of the semester. Five days after final grades are available for the semester, curriculum changes may once again be initiated.

5.4 Application for change of curriculum shall be acted upon by the Deans or designees of the colleges concerned. At the time of the change, the Dean or designee of the college to which the transfer is being made shall determine if the application is being accepted or rejected. If accepted, the Dean or designee shall indicate conditions for acceptance, including terms of probation.

5.5 For graduate students, a change of curriculum (i.e., a change from one major department to another) is accomplished via petition approved by the original department, the new department and the Office of Graduate Studies.
6. Non-Degree Seeking Students (Revised: 1994)

6.1 A non-degree seeking undergraduate is a student who, for good reason, has been allowed to pursue a course of study differing from any regular curriculum and not leading to a degree. He or she must meet the prerequisites for enrollment in the individual courses. The program of the undergraduate student is subject to approval of his or her Dean or designee.

6.2 A student in post-baccalaureate non-degree status seeking admission to a graduate degree program must complete a “Graduate Application for Admission and Financial Assistance” or “Application for Admission for International Students,” submit the required application fee, submit all required credentials and meet immigration and admission requirements for the program.

6.3 Graduate courses completed before a student is officially admitted to graduate status cannot normally be used toward a degree program. Permission to use hours completed in non-degree status must be requested by a student’s department and approved by the student’s college and the Office of Graduate Studies. Such a request should be made at the time an applicant is accepted into a graduate degree program.
7. Attendance (Revised: 2006)

Introduction
The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. This information should be provided on the course syllabus, which should be distributed at the first class meeting. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

Students who are requesting an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code (See Rule 24).

Excused Absences
7.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (1 Muster)

7.1.1 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

7.1.2 Death or major illness in a student’s immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse’s child, spouse’s parents, spouse’s grandparents, stepmother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student’s academic Dean or designee.

7.1.3 Illness of a dependent family member.

7.1.4 Participation in legal proceedings or administrative procedures that require a student’s presence.

7.1.5 Religious holy day. (See Appendix IV.)

7.1.6 Injury or illness that is too severe or contagious for the student to attend class

7.1.6.1 Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on Saturday), the student should obtain a medical confirmation note from his or her medical provider. The Student Health Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the illness and medical professional’s confirmation of needed absence.

7.1.6.2 Injury or illness less than three days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on Saturday). At the discretion of the faculty member and/or academic department standard, as outlined in the course syllabus, illness confirmation may be obtained by one or both of the following methods:

b) Confirmation of visit to a health care professional affirming date and time of visit.

7.1.6.3 An absence for a non acute medical service does not constitute an excused absence.

7.1.7 Required participation in military duties.

7.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

7.2 The associate Dean for undergraduate programs, or the Dean’s designee, of the student’s college may provide a letter for the student to take to the instructor stating that the Dean has verified the student’s absence as excused.

7.3 Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Section 7.1, or other reason deemed appropriate by the student's instructor. To be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class.

If needed, the student must provide additional documentation substantiating the reason for the absence, that is satisfactory to the instructor, within one week of the last date of the absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other graded activities or provide a satisfactory alternative to be completed within 30 calendar days from the last day of the absence.

7.4 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.6 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic Dean or designee of the student’s college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.7 Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student’s major department to the Dean or designee of the student’s college.

1 In accordance with Faculty Senate Resolution FS.14.101 (see Faculty Senate meeting minutes of Feb. 10, 1997), "faculty members are encouraged not to hold exams on the day of Muster. Any absence from classes beginning after 5 p.m. to attend Muster will be considered a university excused absence."
8. Examinations (Revised: 2007)

8.1 Final examinations are not mandatory for undergraduate or graduate course instruction. If, however, a final examination is required by the instructor, then it shall be designed to be taken during a period not to exceed two hours. One credit hour courses may give final examinations during the last scheduled class period, but not during the final exam period. During the fall and spring semesters, the end-of-the-semester schedule shall be as follows: In the 15th week of the semester, students attend classes Monday and Tuesday and have two days of preparation time—"reading days"—on Wednesday and Thursday. Monday and Tuesday of this week are "prep days," meaning no regular course examinations (except for laboratory and one-hour courses) shall be given on these days. Examinations shall begin on Friday of the 15th week, will resume on Monday of the 16th week of the semester and will conclude on Wednesday of the same week. All final examinations shall be given in accordance with the schedule published by the Office of the Registrar. Commencement shall be scheduled for Friday and Saturday of the 16th week.

8.2 In those instances where a student is scheduled for three final examinations in one day, the student may request of his or her Dean or designee a rescheduling of one of the examinations. The Dean or designee, department head and instructor will make every effort to accommodate the student when such a request is made.

8.3 Final examinations shall be given at the end of the five-week summer terms and the 10-week summer session in accordance with the schedule published by the Office of the Registrar.

8.4 RULE REMOVED

8.5 RULE REMOVED

8.6 Credit by Examination. Students come to Texas A&M University with a variety of educational experiences and backgrounds. In order to build upon this diversity, Texas A&M University encourages the use of Credit by Examination (CBE) opportunities to place students in the most advanced course for which they are prepared.
(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)
9. Transfer Credit (Revised: 1996)

9.1 Students who transfer to Texas A&M from an institution of higher education that is not accredited by one of the regional accrediting associations may validate the work taken at the institution by one of the following methods:

9.1.1 Successful completion of a comprehensive departmental examination or a nationally standardized examination that is approved by the department. There should be no charge for departmental examinations.

9.1.2 Successful completion of a higher level course in the same subject area when approved by the head of the department and the Dean or Designee of the college.

9.2 As a general rule, credit will be given for transfer work satisfactorily completed with a passing grade at another properly accredited institution. Credits given by transfer are provisional and may be cancelled at any time if the student’s work in the university is unsatisfactory.

Credit will be given to students transferring from nonaccredited public colleges in Texas for work completed with grades of C or better if they earn a grade point ratio of 2.00 (C average) on the first 30 hours of resident work at this university.

Acceptance of transfer credit for courses in agriculture and business administration will generally be limited to those courses taught in the freshman and sophomore years at this institution.

Transfer work from international colleges and universities will be evaluated on an individual basis. No English credits are awarded from schools located in non-English speaking countries. “A” level examinations will transfer. Baccalaureate II examinations will not transfer, but these students may take CLEP or departmental examinations to receive credit.

Students should also refer to sections 14.19 through 14.22 of this publication.
10. Grading (Revised: 2005)

10.1 The course instructor shall provide in writing the following information to the class during the first class meeting:

- A statement of the nature, scope and content of the subject matter to be covered in the course.
- All course prerequisites as listed in the catalog.
- All required course text and material.
- The grading rule, including weights as applicable for tests, laboratory assignments, field student work, projects, papers, homework, class attendance and participation and other graded activities in the calculation of the course grade. No such rule should be in contradiction to other provisions of the University Student Rules.

10.2 The student’s semester grade shall be based upon the grading rule statement in 10.1 (above). No such rule should be in contradiction to other provisions of the University Student Rules.

For information on contesting an assigned grade, see Part III, Student Grievance Procedures, 48. Grade Disputes.

10.3 There are twelve grades. The five passing grades at the undergraduate level are, A, B, C, D and S, representing varying degrees of achievement; these letters carry grade points and significance as follows:

Assigned by the instructor:

- A: Excellent, 4 grade points per semester hour
- B: Good, 3 grade points per semester hour
- C: Satisfactory, 2 grade points per semester hour
- D: Passing, 1 grade point per semester hour
- F: Failing, no grade points, hours included in GPR
- I: Incomplete, no grade points (hours not included in GPR)

Grades assigned if student is taking an undergraduate course S/U:

- S: Satisfactory (C or above), hours not included in GPR
- U: Unsatisfactory (D or F), no grade points, hours included in GPR

Other:

- X: No grade submitted, see 10.6
- Q: Dropped course with no penalty, requires Dean's or designee's permission, see 1.16
- W: Dropped course(s) with no penalty during the semester enrolled, hours not included in GPR, requires Dean's or designee's permission, see (1.7, 1.18, 7.8, and 17)
- NG: No Grade. Administrative removal of posted grades requires approval by the Dean or designee of the college in which the student was enrolled during the semester in which the courses were taken. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade. The instructor of record, or the instructor's department head if the instructor is unavailable, will be consulted during the process. The registrar will, if possible, notify the instructor of record, and in any event will notify the instructor's department head, whenever a NG is issued.

10.4 Passing grades for graduate students are A, B, C and S.
10.4.1 Grades of S or U may be assigned in certain officially designated courses. Graduate courses on the degree plan may not be taken on an S/U basis, except for courses bearing the numbers 681, 684, 690, 691, 692, 693, 695 and 697. Graduate courses not on the degree plan may be taken on an S/U basis.

10.4.2 Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C may be repeated for a higher grade.

10.4.3 Graduate students must maintain a grade point (GPR) of 3.000 (B average based on a 4.000 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate coursework (300- and 400-level) completed at Texas A&M and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded.

If either of a student’s cumulative GPR or the GPR for courses listed on the degree plan falls below the minimum of 3.00, he or she will be considered to be scholastically deficient. If the minimum GPR is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

10.5 A temporary grade of I (Incomplete) at the end of a semester or summer term indicates that the student (graduate or undergraduate) has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the registrar, he or she will fill out an “Incomplete Grade Report,” which is filed with the department head. Copies are sent to the student and to the student’s academic Dean or designee. This report includes (1) a statement of the instructor’s reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university unless the student’s academic Dean or designee, with the consent of the instructor (in the absence of the instructor, the department head), grants an extension of time for good reason. If the incomplete work is not completed within this time or if the student registers for the same course again, the I will be changed to an F by the registrar. Grades of I assigned to 684 (Professional Internship), 691 (Research), 692 (Professional Study) or 693 (Professional Study) are excluded from this rule.

10.6 The X notation is assigned to a course by the registrar at the end of a semester or summer term only when a grade is not submitted by the instructor. The registrar will notify the Dean or designee of the college in which the course is taught that an X notation has been made. The Dean or designee of the college offering the course will request, through the department head, that the instructor, at the beginning of the succeeding semester or summer term, remove the X notation and assign a letter grade with a Grade Change Report. The instructor will have 30 days from the beginning of the succeeding semester or summer term to report a change of grade to the registrar. If a Change of Grade Report is not received during this time period, the registrar will automatically remove the X notation and assign a grade of F. Grades of X assigned to 684 (Professional Internship), 691 (Research), or 692 (Professional Study) are excluded from this rule.

10.7 An instructor may change a student’s grade by submitting a Grade Change Report to the registrar.

10.7.1 A grade may be changed up to one year after the submission of the final grades for a given semester. This change requires the approval and signature of the department head as well as the instructor.
10.7.2 After one year, a grade change must have the approval and signature of the student’s **Dean or designee** in addition to the signatures of the instructor and department head.

10.7.3 Anytime a grade is lowered, the Grade Change Report must have the approval and signature of the student’s **Dean or designee** in addition to the instructor and department head.

10.7.4 Grade changes for faculty members who are unavailable, or are no longer employed at Texas A&M University, require the approval of the department head and the **Dean or designee** of the college.

10.13 Graduate students:

10.13.1 Graduate students will not receive graduate degree credit for undergraduate degree courses taken on a satisfactory/unsatisfactory basis. Graduate students may take any graduate courses that are not used on their degree plans on an S/U basis.

10.13.2 A grade of “satisfactory” (S) will be given only for grades of A and B in graduate courses and for grades of C and above in undergraduate and professional courses; a grade of “unsatisfactory” (U) will be given for grades of C and below in graduate courses and for D and F grades in undergraduate and professional courses.

10.13.3 S/U grades are not included in the grade point ratio calculation for graduate students.

10.13.4 Courses numbered 681, 684, 690, 691, 692, 693, 695 and 697 are graded on an S/U basis only.

10.14 Near the middle of the fall and spring semesters, a preliminary report, showing the current progress of all undergraduate students who have completed less than 30 semester credit hours of course work at Texas A&M University, will be made available. Preliminary grades are not recorded on the student’s permanent record.

10.15 At the close of each semester, a final report of the student’s semester grades will be made available to the student at https://myrecord.tamu.edu. Students may create a parent password which enables parents or guardians to access grade information.

10.16 No student grade that is personally identifiable may be posted unless the student has given written consent in advance.

10.17 An undergraduate student is making satisfactory academic progress when he or she is meeting university, college and major field of study grade point requirements.

10.18 Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPR (computed as specified in section 10.4.3). Degree-seeking students also must maintain a GPR of at least 3.00 on all courses listed on the degree plan. Departments and colleges may establish higher GPR requirements for their students in graduate degree programs and for post-baccalaureate non-degree students (G6 classification).

10.19 Any undergraduate student who wishes to repeat a course must do so before he or she completes a more advanced course in the same subject. What constitutes a more advanced course will be determined by the head of the department offering the course.

10.20 When a course is repeated by an undergraduate student in an attempt to earn a grade higher than C, D, F, or U, only the highest grade may be used toward degree requirements. However, the grades for all
courses taken in residence at Texas A&M University will remain on the student's permanent record. A student’s cumulative GPR will include all graded courses except courses excluded under the First Year Grade Exclusion Policy. An undergraduate student may attempt a course no more than three times, including courses graded Q or W but excluding these graded NG, unless approval has been received from both the student's **Dean or designee** and the department offering the course.

10.21 A student repeating a course in which a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

10.22 For graduate students, grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the course(s) and achieving grades of C or above or Satisfactory (S). A course in which the final grade is a C may be repeated for a higher grade. Those involving grades of W, Q, S, U, X, I or NG are excluded.
11. Distinguished Students (Revised: 2005)

An undergraduate student who completes a semester schedule of at least 15 hours or a summer session schedule of at least 12 hours with no grade lower than C and with a grade point ratio of not less than 3.5 for the semester or for a summer session shall be designated “distinguished student.” A student who, under the same circumstances, achieves a grade point ratio of at least 3.75 also shall be designated as a member of the “Dean’s honor roll.” First semester freshmen must complete a semester schedule of at least 15 hours with no grade lower than a “C,” no Q-drops and with a grade point ratio of not less than 3.5 for “distinguished student” designation and a 3.75 for “Dean’s honor roll.” Official notification of these designations will be issued to the student by the Dean or designee of the student’s college. The hours earned with a grade of S shall not be included in determining minimum hours required for the designation of “distinguished student” or “Dean’s honor roll.” A grade of I or U disqualifies a student from being considered as a “distinguished student” or for the “Dean’s honor roll.” Students who use grade exclusion must still meet the minimum of requirements in hours and grades to qualify for the appropriate honors. Grades of Q, W, and NG may not be included in the 15 graded hours. Only undergraduate courses or graduate courses used for the undergraduate degree will be used in either honors calculation.
12. Scholastic Deficiency/Probation (Revised: 2004)

12.1 An undergraduate student is scholastically deficient when

12.1.1 His or her semester grade point ratio is less than 2.00; or

12.1.2 His or her cumulative grade point ratio is less than 2.00; or

12.1.3 The cumulative grade point ratio in his or her major field of study is below a 2.00; or

12.1.4 He or she is not meeting college and/or major course of study grade point requirements.

12.2 In the event an undergraduate student becomes scholastically deficient, he or she may, after review by his or her academic Dean or designee, be:

12.2.1 Suspended from the university—for deficient scholarship; or

12.2.2 Permitted to continue in school on scholastic probation; or

12.2.3 Warned of scholastic deficiency; or

12.2.4 Blocked from continued enrollment in his or her college or major.

12.3 A degree-seeking graduate student is considered to be scholastically deficient if:

12.3.1 Either his or her cumulative GPR or the GPR for courses listed on the degree plan falls below 3.00 or below a higher standard set by the department or college of affiliation; or

12.3.2 He or she fails to show acceptable proficiency in such other requisites for his or her degree as may be assigned by his or her graduate committee, department or the Office of Graduate Studies (e.g., qualifying and preliminary examinations, research, writing or a thesis or dissertation, etc.).

12.6 Scholastic Probation—Undergraduate Students

12.6.1 Scholastic probation is a conditional permission for a student to continue in the university after he or she has become scholastically deficient.

12.6.2 For undergraduate students, scholastic probation is granted by the Dean or designee of a student’s college when analysis of the deficiency indicates that a continuation is in the best interest of the student and the university. The record made by a student while on probation determines whether he or she shall be cleared to register as a regular student, be granted a continuation on probation or be suspended by the university for scholastic deficiency.

12.6.3 The undergraduate student shall be informed of the terms of his or her probation and may be required by the Dean or designee of his or her college to register for a prescribed schedule of courses. Hour and grade point requirements shall be made consistent with the student’s progress toward graduation. The specified hour and grade points are considered to be a minimum only.

12.6.4 An undergraduate student will remain on probation until the close of the semester for which the probation is assigned.
12.6.5 An undergraduate student blocked or suspended for deficient scholarship may request a
hearing by the University Academic Appeals Panel.

14.4 Undergraduate Second Degree

14.4.1 A student pursuing a second degree will, upon completion of all requirements, receive two
separate degrees, e.g., two BAs, two BSs, or a combination of either BA, BS, BBA, BLA, or BED
degree.

14.4.2 A student currently enrolled at Texas A&M University must have the specific approval of
the college offering the second bachelor's degree or certification. A Change of Curriculum form,
stating that the student has been approved to pursue a second degree concurrently with the first
degree, must be sent immediately to the department, program, or college in which the first degree
is located.

14.4.3 A student currently enrolled at Texas A&M University must receive approval for a second
bachelor's degree or certification from the college offering that degree or certification, normally no
later than the time of the official 95-hour degree audit, and must meet the grade point requirements
of the academic department or program of the second degree at the time of application. Some de-
gree programs may limit or not accept students for a second degree.

14.4.4 A student with a recognized baccalaureate degree from an institution other than Texas
A&M University who wishes to complete requirements for a second baccalaureate degree at Texas
A&M University or who wishes to complete established Texas A&M University certification re-
quirements generally granted as part of an undergraduate program can be admitted only as a Post-
baccalaureate Undergraduate (U5).

14.4.5 A recipient of a Texas A&M University baccalaureate degree is not eligible for continued
enrollment unless he or she has the specific approval of the college offering the second bachelor's
degree or certification generally granted as part of the undergraduate program. If enrollment is in-
terrupted, the student must apply as a candidate for a second bachelor's degree.

14.4.6 A student pursuing a second degree must complete all university, college, and depart-
ment/curricular requirements for the second degree not covered in the first.

Courses may be used to satisfy the requirements for both degrees. However, the total semester
hours required must be at least 30 semester hours in addition to the greater number of hours re-
quired for either degree. At least 12 hours of 300- and 400-level course work must be completed in
each field of study.

All essential work required for a second degree must be defined in advance in writing by the Dean
or designee of the college granting the second degree.

A student who has previously not been enrolled at Texas A&M University and who is seeking a
second degree must have a minimum of 36 hours of 300- and 400-level courses, 12 of which must
be in the major field of study, in residence at Texas A&M University. The student must also meet
the Texas A&M University Citizenship requirements in history and political science.

14.5 A student is expected to complete the baccalaureate degree course and hour requirements as outlined
in the catalog in effect at the time he or she declares a major, or changes majors, or those of any later cata-
log of the student's choice. Normally, a student will not be granted a degree based upon completion of the
requirements set forth in a catalog more than seven years old. Declaration of a change of catalog must be
submitted to the Dean or designee in writing, after the student has consulted with his or her academic advi-
sor. It is incumbent on the student to verify that the change has been made. With the specific written ap-
proval of his or her Dean or designee, a student may vary his or her catalog course requirements. The bac-
calaureate degree requirements for a graduating student who first enrolled more than seven years prior to
the time of graduation will be established by his or her Dean. The catalog number assigned for a student
declaring a major from General Studies will be the number in effect at the time of entry into General Stud-
ies, or any subsequent catalog of the student's choice that falls within the seven year limit.

The Undergraduate Catalog is published in the spring, and its provisions are applicable during the next long
session, September through August. A student who registers for the first time in the university during a
summer session is subject to the degree requirements set forth in the catalog effective for the fall semester
immediately following his or her initial enrollment or any catalog issued in the following six years.

The diploma of the university, with the appropriate degree, will be granted to the student who has made
formal application for the degree, has all grades on record in the registrar’s office by no later than 5 p.m.
Friday, the first week of classes of the succeeding semester or summer term following commencement, and
has satisfied the requirements outlined below:

14.6 A curriculum leading to a baccalaureate degree shall contain a minimum of 120 credit hours including
the required physical education courses.

14.7 The undergraduate student must complete all undergraduate course work attempted at Texas A&M
University with at least a 2.00 grade point ratio.

14.8 The total number of grade points earned at this institution in courses must be at least twice the number
of hours that the student carried in courses at this institution. Grades of F, WF and U shall be included.

14.8.1 The number of credit hours associated with grades of S in courses taken on a Satisfac-
tory/Unsatisfactory basis are not included in this computation.

14.8.2 The number of credit hours associated with grades of U in courses taken on a Satisfac-
tory/Unsatisfactory basis are included in this computation.

14.8.3 For undergraduate students only, grades in courses not applying to the degree may be
waived for the purposes of graduation only by the student’s Dean or designee.

14.8.4 The waiver of grades in courses as indicated in section 14.8.3 will not affect the student’s
official grade point ratio or entitlement to graduation with honors.

14.8.5 The provisions of section 14.8.3 will not affect a student’s probationary status prior to
graduation.

14.8.6 Grade(s) excluded under the First Year Grade Exclusion Policy may affect the grade point
ratio (GPR) calculation and the number of semester credit hours applied to a degree plan. Please
refer to section 10.10.1.

14.9 The undergraduate student must complete all undergraduate course work attempted in a student’s ma-
ajor field at Texas A&M University with at least a 2.00 grade point ratio. A list of courses included in the
“major field” is available in the department office.
14.19 Petitions requesting exemption from or substitution for courses outlined in undergraduate student degree plans shall be submitted in writing to the Dean or designee of the student’s college through the departmental advisor on forms available in the offices of the Deans and department heads.

17. Withdrawal Procedures (Revised: 1997)

17.1 A student desiring to withdraw from the university (drop to zero hours) before the completion of a semester is required to comply with the official withdrawal procedure. This process is initiated in the Dean’s or designee’s office of the college in which the student is registered. This process must be completed by 5 p.m. the day the withdrawal is initiated. A student may not withdraw after the Q-drop deadline. Students who have emergencies or very unusual, substantial, nonacademic circumstances that occur after the withdrawal deadline may still have relief. The student’s Dean or designee will retain the authority to support a student to withdraw after the deadline.

Upon authorization to withdraw, the student will receive a Texas A&M University Withdrawal Form. The student will complete Part A of the form and the Dean’s (or designee’s) office will complete Part B. Dependent on the student's individual circumstances, he/she may be required to clear his/her records with other university offices to insure that appropriate refunds are processed.

Texas A&M University supports the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that seriously interferes with either (1) the instructor’s ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action. See 24.3.12.

21.1 When a student’s behavior in a class is so seriously disruptive as to compel immediate action, the instructor has the authority to remove a student from the class on an interim basis, pending an informal hearing on the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal. The department head may either:

21.1.1 approve an agreement of expectations between the student and the instructor and reinstate the student to the class, or,

21.1.2 extend the removal of the student from the class and refer the case to Student Conflict Resolution Services in the Department of Student Life for adjudication. A copy of all material sent to Student Conflict Resolution Services should be provided to the instructor’s academic Dean or designee and to the student’s academic Dean or designee.

21.2 When a student action is not so serious as to require immediate removal from the class, these steps are to be followed:

21.2.1 The instructor responsible for the class or activity where the alleged disruptive behavior occurred will inform the student that his/her behavior has been inappropriate. The instructor will describe to the student specific needed changes in the student’s behavior. The student will be provided an opportunity to modify his/her behavior in accordance with the changes identified. The instructor will provide the student with a written, dated summary of his/her discussion with the student, and the instructor will retain a file copy of this summary.

21.2.2 If a student believes the instructor’s expectations are unreasonable, he/she may confer with the instructor’s department head about this matter. The department head may choose to support the guidelines developed by the instructor, or he or she may work with the instructor to develop a modified set of expectations. If there are changes in the instructor’s original set of expectations, a signed and dated copy will be provided by the department head to both the student and the instructor.

21.2.3 Should a student’s behavior continue to be unacceptable, the instructor will apprise his/her (the instructor’s) department head of what has occurred and will share with the department head the written summary of the discussion with the student. The department head may wish to initiate additional discussion with the instructor and/or the student. If the department head concurs with the instructor’s view that the problem has not been resolved, the situation may be referred to Student Conflict Resolution Services. A memorandum briefly describing the student’s behavior, as well as a copy of the written summary of the instructor’s discussion with the student and any other related material, should be forwarded to the Student Conflict Resolution Services for adjudication. A copy of all material sent to Student Conflict Resolution Services should be provided to the instructor’s academic Dean or designee and to the student’s academic Dean or designee.
46. Disability Accommodations in Academic Programs (Revised: 1997)

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

When a student alleges that he or she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on the student’s legitimate disability, the following procedures apply:

46.1 Introduction

Texas A&M University provides academic adjustments and auxiliary aids to students with disabling conditions, as defined under the law, who are otherwise qualified to meet the institution’s academic requirements. The Office of Services for Students with Disabilities in the Department of Student Life coordinates Texas A&M University’s programs and efforts for the benefit of disabled students.

Students who have documented disabilities or believe they have a disability should be referred to Services for Students with Disabilities. This office has the responsibility for verifying the existence of a disability and for suggesting what accommodations/modifications are appropriate.

When there is a need for accommodation of a student’s academic program, Services for Students with Disabilities will contact the student’s classroom instructors regarding this need and direct the student to work directly with the classroom instructors to work out specific arrangements. As needed, personnel from Services for Students with Disabilities will participate in discussion with the classroom instructor. It is Texas A&M University’s position that faculty members do not have the right to contest the existence of disabilities that have been properly verified, nor do they have the right to refuse to provide reasonable accommodations. Classroom instructors do have the right and responsibility, however, to participate in the decision-making regarding the type and range of accommodation that will be provided as it relates to classroom instruction.

In the event a student believes a classroom instructor is not implementing an agreed-upon accommodation, or in the event that no agreement is reached on reasonable accommodation, he or she should seek advice from Services for Students with Disabilities about resolution of the disagreement. Dispute resolution should involve the student, the classroom instructor and Services for Students with Disabilities. If that discussion does not resolve the dispute, the following procedures apply:

46.2 Grievance Procedures

46.2.1 A student who feels that he or she has been subjected to discrimination in an academic program based on disability may file a written grievance with the head of the academic department in which the alleged discrimination took place or is taking place. The written grievance must be filed within one semester (long term) after the decision being appealed was made.

46.2.2 The department head will investigate and attempt to resolve the complaint using the following steps:

- Review the grievance report from the student.
- Gather any additional pertinent information from the student.
• Gather any pertinent information from Services for Students with Disabilities.
• Obtain a response and any additional information from the classroom instructor.
• Consult with the university ADA (Americans with Disabilities Act) coordinator, Associate Vice President for Finance and an attorney from the Office of General Counsel regarding applicable rule and legal requirements, as appropriate.
• Document and assess the finding of facts, including those agreed upon and those disputed.
• Attempt a resolution of the grievance between the student and the classroom instructor, if appropriate.
• Make a decision regarding the requested accommodation with respect to the academic program.

46.2.3 The department head should complete the investigation and produce a written report within 10 working days. A copy of the report is provided to the student, the Dean or designee of the college offering the academic program, the student’s Dean or designee, if different, and the ADA coordinator. All documentation related to the grievance should be placed in an Appeal Summary File.

46.2.4 To appeal the decision of the department head, the student must file a written request for a review with the Dean or designee of the college offering the academic program, with a copy to the student’s Dean or designee, if different. The Dean’s or designee’s review shall normally be based only on a review of the Appeal Summary File. The Dean or designee may choose to conduct an informal hearing. If so, an informal hearing must be held within five working days of receipt of the written request. Within five working days after receiving the request or the date of the informal hearing, the Dean or designee shall make a decision either upholding or modifying the decision of the department head and notify the student in writing of the decision. A copy of the decision should go to the student’s Dean or designee, if different, the ADA coordinator and the Appeal Summary File.

46.2.5 To appeal the Dean’s or designee’s decision, the student must file a written request for an appeal hearing with the chair of the Discrimination Appeals Panel within 10 working days of receipt of the decision.

46.2.6 Within five working days after receiving a hearing request, the chair shall obtain a complete copy of the Appeal Summary File and shall set a hearing date for the Discrimination Appeals Panel. The date should be the earliest available time at which all parties and panelists are available.
48. Grade Disputes (Revised: 2005)
The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Rules
The student’s semester grade shall be based upon the grading rule statement in section 10.1 and included in the course information distributed at the first class meeting. The rule shall include the calculation of grades, including weights as applicable for tests, laboratory assignments, field study work, projects, papers, homework, class attendance and participation and other graded activities. No such rule should be in contradiction of other provisions of University Student Rules. Additional rules on grades are listed in Part I, Academic Rules.

Grievance Procedures

48.1 The instructor of the class is the primary authority with respect to a student’s proficiency and final grade in that course. A student who believes that his or her final grade reflects a capricious, arbitrary or prejudiced academic evaluation should first discuss the matter with the instructor of the class.

48.2 If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, and the student wishes to appeal, the student shall appeal to the department head. A grade appeal must be initiated in writing with the course instructor or, if the instructor is unavailable, with the department head within 180 days (six months) of the last day of the semester or summer session in which the disputed grade was earned. The department head will examine the student’s appeal in order to determine if the student has established a prima facie case of capricious, arbitrary or prejudiced academic evaluation. If not, the department head will so inform the student and the instructor without delay.

48.3 If a prima facie case exists, the department head will then secure from all parties statements and such other information as he or she deems helpful and will issue his or her findings and remedies, if any. In doing so, the department head will be guided by the principle that it is up to the student to show that a capricious, arbitrary or prejudiced academic evaluation has occurred.

48.4 The student or the instructor may appeal the department head’s decision (with respect to findings and/or remedies) to the Dean or designee of the college in which the course is offered. The Dean or designee will attempt to resolve the matter by informal means within a reasonable period of time.

48.5 If no resolution can be reached, the Dean or designee will notify the student, the instructor and the department head. Upon receipt of such notification, the student and/or the instructor may file a formal appeal with the appropriate appeals panel. Undergraduate grade appeals are made to the Academic Appeals Panel. If the student is a graduate student, the appropriate panel for appeals is the Graduate Appeals Panel.

48.6 This process does not apply to scholastic dishonesty cases. Scholastic dishonesty cases are appealed in the Aggie Honor System Office.
49. Unexcused Absences (Revised: 1995)

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Rules on class attendance and excused absences are listed in Part I, Academic Rules.

Grievance Procedures

49.1 A student may appeal an instructor’s decision that an absence is unexcused on the grounds that evidence has been presented to the instructor that substantiates one or more of the reasons deemed sufficient for an excused absence or on the grounds that the instructor’s decision was arbitrary, capricious or prejudicial. Any appeal must be initiated within three class days of the instructor’s decision. In the appeal process, the burden of proof shall be upon the student. An appeal may be made by the student to the following persons or bodies in the sequence in which they are listed:

49.1.1 The head of the academic department in which the course is offered.

49.1.2 The Dean or designee of the undergraduate college in which the course is offered or the director of graduate studies in the case of graduate students.

49.1.3 The Academic Appeals Panel.
50. Academic Suspension and Blocks (Revised: 1995)
The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Rules regarding academic suspension and academic blocks are listed in Part I, Academic Rules.

Grievance Procedures

50.1 An undergraduate student who has been blocked from continued enrollment in his or her college or suspended or dismissed from the university for scholastic deficiency may file an appeal with the Undergraduate Academic Appeals Panel. Upon being blocked, suspended or dismissed, the student shall be informed by his or her **Dean or designee** of the procedures for filing this appeal.

50.2 A graduate student who has been blocked from continued enrollment in his or her college or suspended or dismissed from the university for reasons of scholastic deficiency, scholastic dishonesty or other causes specified in the rules of Texas A&M University, may file an appeal with the Graduate Appeals Panel. Upon being blocked, suspended or dismissed, the student shall be informed by the Office of Graduate Studies of the procedures for filing this appeal.
53. Graduate Student Examination Evaluation Disputes (Revised: 1995)

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Rules

The graduate student shall be informed in a timely manner regarding the date, time, location, procedures and nature of any examination required by a department, intercollegiate faculty or the student’s advisory committee. The decision regarding any such examination shall be based upon performance on the examination.

The appropriately designated departmental, intercollegiate faculty or graduate advisory committee (hereafter examining committee) is the primary authority with respect to a graduate student’s proficiency and level of performance on an examination.

Grievance Procedures

53.1 A graduate student who believes that his or her evaluation reflects a capricious, arbitrary or prejudiced academic evaluation should first discuss the matter with the chair or co-chairs (hereafter referred to as chair) of the examining committee.

53.2 If no satisfactory resolution is reached with the examining committee chair, or if the examining committee chair is unavailable, and the graduate student wishes to appeal, he or she shall appeal to the head of the department administering the degree. To appeal the examination results to the department head, the student will complete the Notice of Intent to Appeal available through the Office of Graduate Studies and collect all documentation that supports claims of capricious, arbitrary or prejudiced academic evaluation. These documents must be submitted in writing with the Notice of Intent to Appeal. A list of all written evidence included as documentation must accompany the Notice of Intent to Appeal. Together, this set of documents forms the Appeal Summary File. The original is submitted to the director of the Office of Graduate Studies to form the official file, and a copy is submitted to the head of the department administering the degree. Once the Appeal Summary File is submitted, the student may not add further written arguments or additional supporting documentation.

53.3 The department head will meet individually and/or in a group with the student, the instructor, advisory committee chair, examining committee, departmental graduate director and other faculty members relevant to the case to attempt to resolve the appeal at the department level. The student will present his/her Notice of Intent to Appeal and complete documentation supporting the appeal (Appeal Summary File) at or before this meeting. After consultation with all parties, the department head will examine the graduate student’s appeal in order to determine if the student has established a prima facie case of capricious, arbitrary or prejudiced academic evaluation. If not, the department head will so inform the graduate student and the examining committee chair in writing without delay. The department head will complete his/her evaluation of the student’s appeal and add this as a written document to the Appeal Summary File.

53.4 If a prima facie case exists, the department head will then secure from all parties statements and such other information as he or she deems helpful and will issue his or her findings and remedies, if any. In doing so, the department head will be guided by the principle that it is up to the graduate student to show that a capricious, arbitrary or prejudiced academic evaluation has occurred. Recommendations needing Office of Graduate Studies approval or action must be forwarded to the director of the Office of Graduate Studies.
53.5 The graduate student or the examining committee acting through its chair may appeal the department head’s decision (with respect to findings and/or remedies) to the Dean or designee of the college in which the student is enrolled. The Dean or designee will examine the Appeal Summary File, which now includes the department head’s written assessment of the student’s complaint. The Dean or designee, upon reviewing the Appeal Summary File and after discussing the matter with the student, will add his/her written assessment to the Appeal Summary File and respond in writing to the student, the instructor, the advisory committee chair, the examining committee and the department head.

53.6 If the student and/or examining committee do not agree with the decision of the Dean or designee, the student and/or the examining committee through its chair may file an appeal with the Graduate Appeals Panel.

53.7 In all instances of an appeal, department heads, Deans or the Graduate Appeals Panel may explore or recommend a variety of solutions consistent with the best interests of the student and university (including the voiding of an examining committee’s decision), except that a majority decision of the examining committee may not be reversed so as to grant a degree.

53.8 The student’s examining committee will be consulted throughout the various stages of the appeal process about any proposed solutions recommended by any party other than the examining committee.

57. Undergraduate Academic Appeals Panel (Revised: 1995)
The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Scope
The Undergraduate Academic Appeals Panel will hear appeals involving suspension or blocks for scholastic deficiency and disputes over an unauthorized absence determination or a final course grade, except for a grade assigned by the instructor of a class partially or entirely on the basis of scholastic dishonesty. Appeals will be heard when the student alleges that an arbitrary, capricious or prejudiced evaluation has occurred. Appeals regarding college requirements will not be heard. Questions and appeals involving scholastic dishonesty are to be directed to the Disciplinary Appeals Panel.

Membership
The Undergraduate Academic Appeals Panel includes the chair, four faculty members, three undergraduate student members and two undergraduate student alternates. A quorum consists of three faculty members and two students.

Procedures
57.1 Before a hearing can be scheduled before the panel, the student must have complied with the procedures described below.

57.1.1 Suspension for Academic Deficiency
The student shall discuss the suspension with his or her academic Dean or designee. If no change in status results from the discussion, the student may appeal to the Undergraduate Academic Appeals Panel. The panel will have a regularly scheduled meeting to deal with suspensions during the first full week of classes in the fall and spring semesters. To assure proper action, students are urged to initiate the appeals process immediately upon suspension with these two regularly scheduled meetings in mind.
57.1.2 Dispute Over Final Course Grade or Unauthorized Absences
A student wishing to appeal an unauthorized absence or a final grade makes the initial appeal to the instructor or with the head of the department offering the course if the instructor is no longer with the university. If no resolution is possible, the student may appeal to the head of the department that offered the course and then, if necessary, to the Dean or designee of the college in which the course was offered. If at this point the problem has not been resolved to the satisfaction of the student, he or she may file an appeal with the chair of the appropriate appeals panel. If the final course grade being appealed is based partially or entirely on scholastic dishonesty, the appeal is made to the Disciplinary Appeals Panel; all other grade appeals are made to the Undergraduate Academic Appeals Panel. The Undergraduate Academic Appeals Panel will act at called meetings to hear grade appeals, unauthorized absence appeals and unusual academic suspension appeals.

57.2 A student desiring a hearing before the Undergraduate Academic Appeals Panel must file a written request for an appeal hearing with the chair. Any academic appeal must be filed within one semester (long term) after the decision being appealed was made. In the case of scheduled panel meetings, appeals must be filed at least five working days before the scheduled dates. At the time the request for a hearing is made, the student should arrange for a preliminary interview with the chair and complete a preliminary questionnaire. The act of filing the questionnaire is construed as authorizing all panel members to have full access to all records, including academic, civil and medical records that may have a bearing on deliberations.

57.3 The written request for an appeal hearing should be accompanied by all evidence and supporting documents that will be introduced at the hearing, including short statements summarizing the testimony that may be presented by witnesses. The request for appeal should also be accompanied by a statement outlining the student’s justification for the appeal.

57.4 The chair, after receiving all the required documentation and materials, shall set the hearing for the earliest possible date and inform the student of the time and place for the hearing. The failure of the student to appear without justifiable cause shall terminate the right to appeal. For a suspension appeal hearing, the concerned Dean or designee or the Dean’s representative shall be present if considered appropriate by the chair. For grade and/or absence appeal hearing, the instructor and/or his or her department head shall be present if deemed necessary by the chair.

57.5 The chair shall sit as a hearing officer and shall not take part in the vote or otherwise participate in the deliberations of the panel, except to cast a tie breaking vote. It shall be the duty of the chair to rule on procedural matters and the admissibility of evidence. The chair may deny admission of any evidence that did not accompany the student’s request for a hearing.

57.6 The burden of proof shall be upon the student to prove his or her case by a preponderance of evidence.

57.7 The student shall have the right to be represented by counsel of his or her own choosing, to present such witnesses and documentary evidence as may be pertinent and to cross-examine witnesses.

57.8 All parties shall be afforded the opportunity for reasonable oral argument.

57.9 Upon request, sufficiently in advance by either party, the chair shall cause the testimony presented at the hearing to be recorded. A copy of the recording may be obtained from the chair at the expense of the requesting party.

57.10 Immediately after hearing an appeal, the panel will go into closed session to deliberate. The student will be informed of the panel’s decision orally at the conclusion of the deliberations. A formal letter to all interested parties, with a copy to the president, will confirm the panel’s decision.
59. Graduate Appeals Panel (Revised: 2004)

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Scope

The Graduate Appeals Panel will hear appeals that involve disciplinary actions stemming from suspension or blocks for scholastic deficiency, and disputes over final course grades or evaluation of performance on examinations required by the department, intercollegiate faculty or the graduate advisory committee. Disciplinary action stemming from scholastic dishonesty, and any appeal of that action, will be dealt with through the Aggie Honor System Office. Appeals will be heard when the student alleges that an arbitrary, capricious or prejudiced evaluation occurred. Appeals regarding departmental, intercollegiate faculty or Office of Graduate Studies requirements will not be heard.

The decision to request action by the Graduate Appeals Panel means that (1) the student has appealed to the department head and then the Dean or designee of the college administering the student’s degree, and (2) the actions recommended at each level are unsatisfactory to the student or the examining committee. The student and/or the examining committee through its chair may file an appeal to the Graduate Appeals Panel through the Dean of Graduate Studies.

Membership

The Graduate Appeals Panel composition includes the chair, four graduate faculty members, three graduate students and two graduate student alternates. A quorum consists of three faculty members and two graduate students.

Procedures

59.1 In order to schedule a hearing before the panel, the student must have complied with the procedures described below:

59.1.1 Appeal Involving Suspension or Blocks Due to Scholastic Deficiency

The graduate student shall discuss the suspension with the Dean of Graduate Studies. If no change in status results from the discussion, the student may appeal to the Graduate Appeals Panel. The graduate student must file a written Notice of Intent to Appeal with the Dean of Graduate Studies within five working days of receiving notice of the suspension or blocking action. The Dean of Graduate Studies shall inform the chair of the graduate student’s advisory committee (if formed), the appropriate department head and the Dean or designee that a notice of intention to appeal has been filed with the Graduate Appeals Panel.

59.1.2 Dispute over Final Course Grade or Examinations of Graduate Students by Departments, by Intercollegiate Faculty Members or by Graduate Advisory Committees.

Prior to an appeal to the Graduate Appeals Panel, a graduate student alleging capricious, arbitrary or prejudiced academic evaluation must follow the procedures outlined in Part III, Student Grievance Procedures: 53. Graduate Student Examination Evaluation. The graduate student must file a written Notice of Intent to Appeal with the Dean of Graduate Studies within 15 working days of receiving written notice of any final action taken by the university under these procedures. The Dean of Graduate Studies shall inform the chair of the graduate student’s advisory committee (if formed), the appropriate department head and the Dean or designee that notice of intention to appeal has been filed with the Graduate Appeals Panel.
59.2 To initiate an appeal to the Graduate Appeals Panel, the student and/or examining committee must, within 15 working days from the date of the Dean’s or designee’s decision, submit to the Dean of Graduate Studies a written statement (Appeal Continuation) requesting an appeal and explaining why the student believes that decisions made by the department head and/or the academic college Dean or designee are regarded to be unsatisfactory. This becomes a part of the Appeal Summary File. At the time of filing the Appeal Continuation, the student and/or examining committee should arrange for a preliminary interview with the Dean of Graduate Studies.

The Appeal Summary File now includes the following: the student’s original Notice of Intent to Appeal, written documentation originally submitted by the student, written assessment by the department head, written assessment by the Dean or designee, any short statements summarizing the testimony that may be presented by witnesses, the Appeal Continuation that shows justification for continuing the appeal and any written assessment added by the Dean of Graduate Studies following the preliminary meeting with the student and or examining committee.

The act of filing the Notice of Intent to Appeal Request to the Dean of Graduate Studies is construed as authorizing all panel members to have full access to the student’s Appeal Summary File as now constituted.

59.3 Within 30 working days of filing the Appeal Continuation, the Dean of Graduate Studies will respond to the student and/or examining committee in writing of his/her decision. The Dean of Graduate Studies may resolve the appeal in the appealer’s favor, reject the appeal and uphold the decision of the Dean or designee of the college administering the degree or refer the appeal to the Graduate Appeals Panel. This decision will be made in writing with copies added to the Appeal Summary File and mailed to the student, college Dean or designee, head, chair of the advisory committee and examining committee. If the student and/or examining committee are not in agreement with the decision of the Dean of Graduate Studies, then a request may be made in writing that the appeal be transmitted to the Graduate Appeals Panel. The request should justify why the decision by the Dean of Graduate Studies is believed to be unsatisfactory. Such a request must be submitted within 30 working days from the date the student receives the written decision from the Dean of Graduate Studies.