MEMORANDUM

DATE: September 24, 2007

TO: Dr. Angie Price
Speaker, Faculty Senate

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

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

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

Section 48.4 & 48.5 Grievance Procedures for Grade Disputes
Student Rule: 48.4 & 48.5

EXISTING RULE:

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 of the college in which the course is offered. The dean 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 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.

**RULE WITH PROPOSED CHANGES:**

48. Grade Disputes (Revised: 2005)

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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.

Submitted by:

Dr. Don Curtis, Assistant Dean
College of Liberal Arts

Approved by the Rules and Regulations Committee on 9/21/2007.
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   Speaker, Faculty Senate

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       Chair, Rules and Regulations Committee

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

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

Section 14.5 Undergraduate Catalog
Student Rule: 14.5

EXISTING RULE:

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 catalog 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 in writing, after the student has consulted with his or her academic advisor. It is incumbent on the student to verify that the change has been made. With the specific written approval of his or her dean, a student may vary his or her catalog course requirements. The baccalaureate 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 Studies, or any subsequent catalog of the student's choice that falls within the seven year limit.

RULE WITH PROPOSED CHANGES:

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 catalog of the student's choice. The student may choose to move to a later catalog. 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 in writing, after the student has consulted with his or her academic advisor. It is incumbent on the student to verify that the change has been made. With the specific written approval of his or her dean, a student may vary his or her catalog course requirements. The baccalaureate 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 Studies, or any subsequent catalog of the student's choice that falls within the seven year limit.

JUSTIFICATION FOR PROPOSED CHANGE:

This will allow students who began with an older catalog to remain with that catalogs despite changing majors, so the students won't be held to the new catalog #130 requirement of two W classes. (The line about catalog numbers for GEST was deleted because it won't be needed with this rule change.)
(Additions to rules are bolded and underlined, deletions to rules are indicated by strikethrough)

**COMMENTS:**

This proposal was also unanimously approved by the AOC Deans last spring.

Submitted by:

Dr. Kriss Boyd, Associate Dean
Undergraduate Programs, General Academic Studies

Approved by the Rules and Regulations Committee on 9/21/2007.