

Approved by: Faculty and President

Date Approved: June 28, 2021

Effective Date: August 16, 2021

1. **Summary:** This policy establishes the requirements, an official sequence, and a schedule for appeals:
 - a. Of final course grades by all students (Note: Students appeal grades associated with assignments within the course only by consulting the instructor[s] involved).
 - b. Of decisions made by the Master of Arts in Counseling Committee for Master of Arts in Counseling students.
 - c. Of decisions made by the Education Committee for students applying to or in the Educator Preparation Program.
2. **Rationale:** This policy is necessary to ensure consistent and appropriate responses to student appeals regarding final course grades and decisions made by the Master of Arts in Counseling Committee and the Education Committee.
3. **Entities Affected:** faculty, Instructional Support staff, students
4. **Definitions:** not applicable
5. **Policy:**
 - a. Any student wishing to appeal a final course grade will begin by consulting the instructor(s) involved, seeking to reach an agreement. If that is not possible, the student may appeal in writing to the Academic Cabinet, within 30 days from the date that the grade was assigned, by sending a letter and all relevant documentation to the Instructional Support Coordinator.
 - Students in the Master of Arts in Counseling (MAC) program who wish to appeal a decision made by the MAC Committee may appeal in writing to the Academic Cabinet within 30 days from the date that the MAC Committee notified the student of its decision. The student will send a letter and all relevant documentation to the Instructional Support Coordinator.
 - Students applying to or in the College's Educator Preparation Program who wish to appeal a decision made by the Education Committee may appeal in writing to the Academic Cabinet within 30 days from the date that the Education Committee notified the student of its decision. The student will send a letter and all relevant documentation to the Instructional Support Coordinator.
 - b. After receiving the letter and all relevant documentation from a student appealing a final grade, the Instructional Support Coordinator will contact the instructor(s) to collect evidence regarding the final grade. After receiving the letter and all relevant documentation from a student appealing a decision made by the MAC Committee, the Instructional Support Coordinator will contact the chair of the MAC Committee to collect evidence regarding the MAC Committee's decision. After receiving the letter and all relevant documentation from a student appealing a decision made by the Education Committee, the Instructional

Support Coordinator will contact the chair of the Education Committee to collect evidence regarding the Education Committee’s decision. The Instructional Support Coordinator will distribute all evidence to the Academic Cabinet.

- c. The Academic Cabinet will meet to consider the evidence. Any member of the Academic Cabinet with a prejudiced viewpoint may be excused from the discussion. If the instructor(s) involved in the grade appeal is a member of the Academic Cabinet, he or she will be excused from the discussion. Members of the MAC Committee who are members of the Academic Cabinet will be excused from the discussion regarding appeals of MAC Committee decisions. Members of the Education Committee who are members of the Academic Cabinet will be excused from the discussion regarding appeals of Education Committee decisions.
- d. The Academic Cabinet will provide a decision in writing, copies of which will be distributed to the student and the instructor(s) involved when the appeal concerns a final grade. When the appeal concerns a decision made by the MAC Committee or the Education Committee, copies will be distributed to the student and the relevant committee chair. Copies of all appeals documentation will also be provided to the Registrar for placement in the student’s permanent file. A redacted version of all documentation will be maintained by Instructional Support to track instances of compliance with this policy.
- e. The student, instructor(s) involved, and the MAC Committee or the Education Committee may appeal the Academic Cabinet’s decision to the Vice President of Academic Affairs within 10 days after the written decision was distributed to the relevant parties. The decision of the Vice President of Academic Affairs is final. (Students who have made an appeal regarding a decision of the Education Committee may have recourse with the Texas Education Agency to file a formal complaint. Information regarding this process and parameters can be found on the agency’s website.)

6. Procedure:

- a. **Implementation:** Instructional Support Coordinator is responsible for maintaining and following any procedures necessary for the implementation of this policy.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College’s website and published in the College’s *Academic Catalog*. A summary of and excerpts from this policy will be published in the *Faculty Handbook*.
- d. **Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 4.0	Policy number: 3.012
Related policies:	

Policy History

Version 1.0	Not Available
Version 2.0	October 3, 2018
Version 3.0	February 5, 2020
Version 4.0	June 28, 2021