

**Approved by:** Faculty and President

**Date Approved:** July 30, 2025

**Effective Date:** July 30, 2025

1. **Summary:** This policy establishes the requirements, an official sequence, and a schedule for appeals of final course grades, penalties assessed in response to academic dishonesty, and decisions made by the Education Committee.

**Note:** Students appeal grades associated with assignments within a course only by consulting the instructor(s) involved.

2. **Rationale:** This policy is necessary to ensure consistent and appropriate responses to student appeals regarding final course grades, academic dishonesty, and decisions made by the and the Education Committee.

3. **Entities Affected:** VPAA, faculty, Instructional Support staff, students

4. **Definitions:** not applicable

5. **Policy:**

- a. There are three situations in which a student may submit an Academic Appeal:
  - A Student wishing to appeal a final course grade who has not been able to reach an agreement in consultation with the instructor(s);
  - A student wishing to appeal an instructor(s) assessed penalty in response to academic dishonesty;
  - A student applying to or in the College's Educator Preparation Program who wishes to appeal a decision made by the Education Committee.
- b. The student must submit a written appeal and all relevant documentation to the Instructional Support (IS) Coordinator within 30 days of the date that (1) a final grade was assigned, (2) a penalty is applied by an instructor(s) in response to academic dishonesty, or (3) the Education Committee notified the student of its decision.
- c. After receiving a written letter and all relevant documentation from a student appealing a final grade or academic dishonesty penalty, the IS Coordinator will contact the instructor(s) involved to collect evidence regarding the final grade or academic dishonesty. If the appeal is related to a decision made by the Education Committee, the IS Coordinator will contact the chair of the Education Committee to collect evidence regarding the Education Committee's decision. The IS Coordinator will distribute all evidence to the Academic Cabinet.
- d. 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 a final grade or academic dishonesty appeal is a member of the Academic Cabinet, he or she will be excused from the

discussion. Members of the Education Committee who are members of the Academic Cabinet will be excused from the discussion regarding appeals of Education Committee decisions.

- e. The Academic Cabinet will provide a decision in writing, copies of which will be distributed to the student and (1) the instructor(s) involved in a final grade or academic dishonesty appeal, or (2) the Education Committee Chair regarding an appeal of an Education Committee decision. 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.
- f. The student, instructor(s) involved, 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: 5.0

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
Version 5.0	July 30, 2025