

04.STU.03 – Student Grade Appeals

Revised and Approved by COB Faculty (September 11, 2019)

Non-substantive changes approved by FHMC (December 2, 2024)

[Revision History](#)

Summary

The College of Business (COB) follows the Student Grade Appeals procedures described in the University Rule 13.02.99.CO.03 (Student Grade Appeals).

General Information about Grade Appeals

This procedure does not apply to grades affected by academic misconduct or dishonesty cases.

Academic misconduct is defined in the Student Code of Conduct Article III, and the appeal procedure is outlined in University Procedure 13.02.99.CO.04, Student Academic Misconduct Cases. Grade appeal cases involving academic misconduct will be heard only after the resolution of the associated academic misconduct case.

A basic aspect of the teaching-learning process in a university is the evaluation of student performance in a course and the assignment of grades in the class. While the professor should encourage free discussion, inquiry, and expression, student performance should be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to academic standards.

Faculty are responsible for outlining the objectives and setting standards for each course, and for making clear the means of evaluation for purposes of grading students. These objectives, standards, and policies should be clearly specified in the course syllabi given to students. Students are responsible for class attendance and participation in and out of class, for learning the content of any course of study, and for maintaining standards of academic performance established for each course in which they are enrolled.

A student who believes that his or her final grade reflects an academic **evaluation that is arbitrary, prejudiced, or inappropriate** in view of the standards and procedures outlined in the class syllabus, may appeal the grade given for the course.

To appeal a grade, the appeal request must focus on specific departures from grading guidelines listed on the syllabus. Dissatisfaction with a grade is not grounds for a successful appeal.

Grade Appeal Process

The instructor of the class is the primary authority with respect to a student's final grade in that course. Most problems or complaints can be resolved through informal discussions between the student and the instructor. Before beginning the formal appeal process, the student **must** discuss the matter with the instructor unless the instructor is unavailable or no longer with the university.

If the student believes the matter is not satisfactorily resolved at the student-instructor level, or if the instructor is unavailable or no longer with the university, the student may choose to discuss the issue with the appropriate department chair without filing a formal appeal.

If the student is not satisfied with the outcome of the informal discussion, the student may initiate a formal appeal following the University 13.02.99.CO.03 Student Grade Appeals procedure and using the

designated forms. The formal student grade appeal begins when the student files the Academic Affairs Student Grade Appeal Form.

Proceedings of the College Grade Appeal Committee (CGAC)

COB Student Grade Appeal Committee listens to student grade appeals that have advanced beyond the Department Chair level.

The College of Business will have a College Grade Appeal committee (CGAC) made up of no fewer than three (3) faculty members and (2) student members. The COB Associate Dean – Student Success will designate one of the faculty members as Chair for each hearing. The COB Associate Dean – Student Success will ensure that all members are prepared to serve during hearings and appropriately apply the University and College of Business policies. A quorum consists of two faculty members and one student.

The College of Business Dean will appoint one (1) tenured faculty member from each Department to serve on the CGAC for a one-year term. The Dean will appoint other tenured faculty members as alternates if needed. The College of Business Dean will also appoint two (2) students for a one-year term to serve on the CGAC based upon the recommendations of the Associate Deans, Manager of Master's Programs, and Department Chairs. Student members must be in good standing with a GPA of 3.0 or higher. The Dean will appoint additional student members using the same process if a designated student member is unavailable for a hearing.

While the student appealing her/his grade will have no right to preemptory challenge or challenge for cause of any CGAC member, the CGAC may, by majority vote, recess to consider a student objection in a closed session. In closed session the member in question may choose to recuse themselves, a majority of the Committee may vote to recuse the member, or a majority of the panel may vote to continue with the member in question as a part of the Committee. If the member is recused for any reason and the remaining members of the Committee constitute a quorum, the appeal hearing will continue. If the membership present does not constitute a quorum after such recusal, the appeal hearing will be rescheduled and a substitute member will be appointed by the Associate Dean – Student Success.

The CGAC proceedings, findings, and recommendations shall not be open to the general public or available to any individuals other than those involved with the case.

The Chair of a CGAC will preside at the hearing, maintain orderly proceedings, and assure that all parties receive a fair hearing. The Chair will be a voting member of the CGAC. The Chair will keep appropriate records of meetings and actions of the CGAC and is responsible for ensuring proper communications by the CGAC with other officials and parties to the hearing. The Chair will have the right to adjust procedures, given the circumstances of the issue to ensure fairness. The Chair will communicate to the Associate Dean – Student Success the results of the hearing with the CGAC Student Grade Appeal Form.

The Committee shall hear all parties to the case and review all evidence presented. Both the faculty member and the student shall be present at the same time during the formal hearing. Students not residing at or near Texas A&M University-Corpus Christi may request to attend the hearing via video conference call, as appropriate.

All parties to the hearing may be accompanied by another person in an advisory capacity only. Such a person may not testify or ask questions.

The Decision and Notification of Findings will be handled as designated in the University Procedure 13.02.99.C0.03. The decision is final.

Related Policies

[University Procedure 13.02.99.C0.03 - Student Grade Appeals.](#)

Revision History

- Revised (January 29, 1999)
- Revision draft (August 2005)
- Approved COB Faculty (September 29, 2007)
- Revised (April 2012)
- Revised (March 8, 2018)
- Revised and Approved by COB Faculty (March 9, 2018)
- Revised and approved by COB (May 3, 2018)