

## **Student Grade Appeals**

TAMU-CC College of Education and Human Development  
(Last revised June 23, 2022)

The College of Education and Human Development (COEHD) follows the student Grade Appeals procedures described in the [University Rule 13.02.99.CO.03](#) (Student Grade Appeals).

These procedures and processes are used when a student questions an assigned final grade in a course in the COEHD. The student may believe that a grade has been unfairly assigned and is not based on the student's performance. A different procedure is used for a grade that is low as a penalty for academic misconduct or for concerns about student-faculty interactions.

A student who questions a grade received in a College of Education and Human Development course should first speak with the faculty member who assigned the grade to determine whether the two may arrive at a mutual understanding. Most issues can be resolved through discussions between the student and the instructor without initiating the appeals process.

If a student's concerns are not satisfied after this discussion, however, he/she may elect to initiate procedures to appeal the grade. They should submit a written appeal using the [TAMUCC Student Grade Appeal Form](#) (pdf).

For assistance and/or guidance in the grade appeals process, students may contact the Office of the Associate or Assistant Dean of the college in which the course is taught.

If the grade appeal process reaches the stage of appealing to the College Grade Appeal Committee (CGAC), the following steps are taken:

1. The Associate/Assistant Dean, in collaboration with the Department Chair, convenes the CGAC to determine the facts of the case and attempt to issue an appropriate, fair, and reasonable resolution to the appeal. The CGAC may recommend to the Associate/Assistant Dean that 1) The original grade of the instructor be upheld, or 2) The grade in question be changed to a specific alternate grade.
2. The College Grade Appeal Committee (CGAC) will be made up of three faculty members and two students selected from the faculty and appropriate student pool. If it is an undergraduate appeal, the student representatives will be undergraduate students. If the appeal is from a graduate student, the student representatives will be graduate students. One of the faculty members will serve as the chair of the committee. The three faculty members will be selected from a pool of six eligible faculty members, and the two

students will be pulled from a pool of six eligible undergraduates and six eligible graduate students. The composition of the CGAC may change during the academic year depending on the availability of the faculty and of the students to serve on the committee. A total of four members will constitute a quorum. The Associate/Assistant Dean may attend the committee meeting, but shall not have a vote.

3. Faculty members shall be appointed to the CGAC faculty pool by the Associate/Assistant Dean in consultation with the department chairs. The faculty will serve a two-year appointment on the CGAC. All full-time tenured, tenure track, and clinical or professional assistant professors are eligible to serve on this committee. All members will complete a one-hour training session.
4. Student members shall be appointed to the CGAC student pool by the Assistant/Associate Dean in consultation with department chairs and college student organizations faculty sponsors. Students will serve a one-year term on the CGAC. All members will complete a one-hour training.
5. In the event that a faculty or student representative is not available during the summer months, or cannot serve due to a conflict of interest, special appointments can be made by the associate/assistant dean in consultation with the dean and with the department chairs.
6. While students will have no right to preemptory challenge or challenge for cause of any Committee member, the CGAC may, by majority vote, recess to consider a student objection in 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 after such recusal, the membership present does not constitute a quorum, the appeal hearing will be rescheduled and a substitute member will be appointed to the Committee.
7. 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.