

**Rules and Regulations Committee Meeting
June 27, 2014
Meeting Minutes**

- I. Attendance
 - a. Voting members present: Kriss Boyd, Leonard Bright, Brooks Moore (rep for Jerry Brown), Laura Hammons, Maxine Harrington (by phone), Venesa Heidick, Jennifer Lightfoot, Dave Parrott, Aaron Mitchell (rep for Fernando Sosa), Bob Strawser
 - b. Nonvoting members present: Linda Brannon, Therese Kucera, Tim Powers, Cindy Smith
- II. The meeting was called to order at 3:05 pm by Dave Parrott.
- III. Approval of minutes from meeting on June 20, 2014
Motion – K. Boyd; Second – A. Mitchell; Approved—Unanimously
- IV. Old Business - None
- V. New Business
 - a. Rule 1: Student Registration (see attached): Proposal brought by Linda Brannon
A motion was made to approve this proposal contingent to additional input from the Health Science Center. If material changes are made to the rule, it will be sent back to the Student Rules & Regulations Committee for approval. If no material changes are made, the proposals will pass as written. Kriss Boyd suggested editorial change of all “blocks” be changed to “holds” in rule.
Motion – B. Strawser; Second – K. Boyd; Approved – Unanimously
 - b. Rule 10: Grading (see attached): Proposal brought by Linda Brannon
A motion was made to approve this proposal contingent to additional input from the Health Science Center. If material changes are made to the rule, it will be sent back to the Student Rules & Regulations Committee for approval. If no material changes are made, the proposals will pass as written. Tim Powers suggested editorial edit to change scholastic dishonesty to academic misconduct in the rule.
Motion – L. Bright; Second – B. Strawser; Approved – Unanimously
 - c. Rule 12: Scholastic Deficiency/Probation (see attached): Proposal brought by Linda Brannon
A motion was made to approve this proposal contingent to additional input from the Health Science Center. If material changes are made to the rule, it will be sent back to the Student Rules & Regulations Committee for approval. If no material changes are made, the proposals will pass as written. Venesa Heidick suggested editorial edits to change GPR to GPA and all grade points in rule be carried to two decimal places.
Motion – V. Heidick; Second – A. Mitchell; Approved – Unanimously
 - d. Rule 59: Graduate Appeals Panel (see attached): Proposal brought by Dr. Karen Butler-Purry
Rule was passed with edits suggested and approved by the committee.
Motion – V. Heidick; Second – L. Hammons; Approved – Unanimously
- VI. Meeting adjourned at 4:15 pm

Present Rule 1 with Proposed Changes in **red font, bold and underlined**, deletions are ~~struck~~.

NOTE: Rule 1.12 SRRC approved changes have been left bold and underlined, pending approval by Faculty Senate and TAMU President.

1. Student Registration

(Revised: 2013)

1.1 [Student Identification Cards](#) Upon initial registration, each student is issued a student identification card. This card, designed to be a career identification card, is the property of Texas A&M University and is validated each semester upon payment of fees.

1.1.1 Possession, alteration, use or attempted use of an ID card for the purpose of identification or to receive services, by anyone other than the person whose name, ID number and photo appear on the card is considered unauthorized use. The offender will be subject to penalties and confiscation of the ID card by university officials.

1.1.2 A student is required to produce his/her identification card upon the request of a university official.

1.1.3 It is the student's responsibility to report a lost or stolen identification card immediately through <http://myaggiocard.tamu.edu> 24 hours a day, seven days a week or by calling (979) 845-4661, Monday-Friday, 8 a.m.-5 p.m. Students will be assessed a fee to replace lost or stolen cards.

1.1.4 The name as submitted at the time of application to Texas A&M University establishes the official record for the student at the University. This record is considered an official record for the State of Texas. Any change of name request must be accompanied by legal federal or state documentation. A social security card or driver's license cannot be used as documentation to request a change of name; a birth certificate, passport, court issued name change document, marriage license, or common-law certificate are acceptable.

1.2 Current Address To avoid missing important communications from the university, it is the student's responsibility to keep the [registrar](#) informed of current local and permanent addresses. Communications mailed to either address of record, or to a student's official TAMU email account, will be deemed to be adequate notice.

1.3 Every student is required to register when entering the university and thereafter as announced by the [Registrar](#).

1.4 Registration is not complete until the student has paid his or her fees by the prescribed deadline.

1.5 Curriculum Violation: Degree-Seeking Graduate and Undergraduate Students

1.5.1 A student is expected to register for a schedule of courses that follows the program of study for a degree in his or her college. A student who elects not to follow the program of study must obtain approval from his or her academic advisor, department head or college Dean or designee, and the Dean or designee of the college offering the courses. A student who fails to obtain approval may be, by his or her Dean or designee, blocked from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses.

1.5.2 A student whose work is unsatisfactory or who is on scholastic probation may be required by his or her college or department to register for a prescribed schedule.

1.5.3 A student who is blocked from registration because of scholastic deficiency in a major and who changes his or her curriculum into a new college may not register for hours in his or her previous major during the next semester without specific approval from the new Dean or designee. Violation of this rule constitutes [academic misconduct](#).

1.6 A student must be enrolled in order to use the facilities of the university or the time of any member of its staff in connection with work for which he or she expects to receive academic credit.

1.7 A full-time undergraduate student is defined as one who is enrolled for at least 12 semester hours during a fall or spring semester or eight hours in a summer semester. Full-time enrollment for federal financial aid is always defined as 12 semester credit hours, including the summer term (all sessions combined). A Q grade or W grade does not count toward the certification of enrollment status. Only hours for which a student is currently enrolled at Texas A&M University can be used toward certification of enrollment. During his or her last semester prior to graduation, if an undergraduate student is enrolled at Texas A&M in all remaining hours needed to complete his or her degree and has applied for graduation, he or she may be certified as a full-time student for that final semester even though he or she may be enrolled in less than 12 semester hours during a fall or spring semester or eight hours in a summer semester. Students participating in student teaching, internships, and cooperative education programs, and study abroad programs who are enrolled in less than 12 hours during a fall or spring semester or eight hours in a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or his or her designee. These certifications based on exceptions might not be used to qualify for Federal Financial Aid.

1.8 A full-time graduate student is defined as one who is registered for nine semester hours during a fall or spring semester or six hours in a summer semester. Full-time enrollment for federal financial aid is always defined as 9 semester credit hours, including the summer term (all sessions combined). A Q grade or W grade does not count toward the certification of enrollment status. During his or her last semester prior to graduation, if a graduate student is enrolled at Texas A&M in all remaining hours needed to complete his or her degree, has applied for graduation and does not hold a graduate assistantship, he or she may be certified as a full-time student for that final semester even though he or she may be enrolled in less than nine semester hours during a fall or spring semester, or six hours in a summer semester. Students participating in student teaching, internships, and cooperative education programs who are enrolled in less than nine semester hours during a fall or spring semester or six hours during a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or his or her designee. These certifications based on exceptions might not be used to qualify for Federal Financial Aid.

1.8.1 A student participating in a first professional degree program (M.D., D.D.S., PharmD, D.V.M., and J.D.) is classified as full time. In addition, the only first professional program that has part time students is the J.D. program for the Law School. These highly structured, cohort driven curricula require a mandatory course of study and various experiences unique to the concentration of the degree and are accepted by Texas A&M University as adequate to constitute full time enrollment. (See individual first professional school student handbooks for details.) Variations of the full time curricula exist for the benefit of select student groups to allow access that may be titled split or extended. (See individual first professional school student handbooks for details, including tuition structure.) These are regarded as full time programs exceeding the basic criteria of full time status for conventional graduate students. First professional degree students are classified as independent and qualify for financial aid.

1.8.2 A student participating in an advanced dental education graduate program is classified as full time. These postdoctoral advanced dental specialty curricula require a mandatory course of study and various experiences including extensive patient treatment, internships, external rotations, research and special studies defined and accepted by Texas A&M University as adequate to constitute full time enrollment. Advanced dental education graduate program students are classified as independent and may qualify for financial aid and deferrals as per federal regulations.

1.9 Undergraduates Registering for Graduate Courses

1.9.1 A senior undergraduate student with a cumulative grade point ratio of at least 3.00 or approval of his/her academic Dean or designee, is eligible to enroll in a graduate course and reserve it for graduate credit by filing a petition obtained from the student's undergraduate college and approved by the course instructor, the student's major department head, the Dean or designee of the college offering the course and the Dean or designee of the student's undergraduate college.

1.9.2 An academically superior undergraduate student with a cumulative grade point ratio of at least 3.25 or approval of his/her academic Dean or designee, is eligible to apply graduate credit hours toward his or her undergraduate degree program by filing a petition obtained from the student's undergraduate college and approved by the course instructor, the student's major department head, the Dean or designee of the college

offering the course and the Dean or designee of the student's undergraduate college. Graduate credit hours used to meet the requirements for a baccalaureate degree may not be used to meet the requirements for a graduate degree.

1.10 Registration Blocks

1.10.1 A student may be blocked from registering for future semesters by the following offices for the following reasons. This list is not inclusive of all offices that can block students or all types of blocks.

- [Office of Graduate Studies](#), academic departments or colleges—for scholastic deficiency or for disciplinary reasons related to scholastic dishonesty.
- [Transportation Services](#)—for an accumulation of overdue, unpaid parking violation citations.
- [Student Business Services](#)—for an outstanding bill owed to the university.
- [Office of Admissions and Records](#), [Office of Graduate Studies](#), academic departments and colleges—for students admitted provisionally or on probation or for information lacking to complete the admission process and for enrolled students who have submitted questionable records (such as transcripts or residency documents) to the registrar's office.
- [Offices of the Dean of Student Life](#) and [Department of Residence Life](#)—for disciplinary reasons.
- [Athletic Academic Affairs Office](#)—to assure compliance with NCAA regulations.
- [International Student Services](#)—to ensure compliance with university procedures and I.N.S. regulations.
- [Student Learning Center](#)—to ensure compliance with Texas Success Initiative mandate.

1.10.2 A student who wishes to resolve the problem that resulted in the block or wishes to appeal the placing of the block should go to the department that placed the block on his or her record.

1.11 Maximum Schedule

1.11.1 An undergraduate student with an overall grade point ratio of 3.00 or better may register for a course load in excess of 19 hours in a fall or spring semester or six hours (seven if part is laboratory) in a summer term with the approval of his or her advisor.

1.11.2 An undergraduate student with an overall grade point ratio of less than 3.00 must obtain approval of his or her Dean or designee before registering for a course load in excess of 19 hours in a fall or spring semester or six hours (seven if part is laboratory) in a summer term.

~~1.12 Graduate students may enroll for a maximum of 15 hours during a regular semester, six hours for a five-week summer term and 10 hours for a 10-week summer semester.~~

1.12 Maximum Schedule for Graduate Students

1.12.1 Graduate students may enroll for a maximum of 15 hours during a regular semester, 6 hours for a 5-week summer session and 12 hours for a 10-week summer session. A graduate student may enroll for up to 18 hours during a regular semester, up to 9 hours during a 5-week summer session, and up to 15 hours during a 10-week summer session with approval of his or her college Dean or designee. A graduate student may enroll in more than 18 hours (regular semester), 9 hours (5-week summer session), or 15 hours (10-week summer session) with approval of the Office of Graduate and Professional Studies.

1.13 Prerequisites It is the responsibility of the student to be sure that course prerequisites are met. All prerequisites must be listed in the appropriate catalog or schedule of classes. A student may register for a course for which he or she has not met the prerequisites only with the consent of the head of the department in which the course is offered. Failure to meet course prerequisites could result in a student's being dropped from the class.

1.14 Class Schedules All classes will meet according to schedules prepared by the registrar. Modification in these schedules, including common night exams, may be made only when authorized by the registrar and approved by the Dean or designee of the college in which the course is offered.

1.15. Scheduling of Courses In case a section is dropped because of insufficient enrollment, a student may substitute other courses approved by his or her advisor.

1.16 Change in Schedule

1.16.1 A student may enroll in a class during the first five class days of the fall or spring semesters or during the first four class days of the summer terms or a 10-week summer semester. A student requesting to add a course after these deadlines must have the approval of the student's Dean or designee and department.

1.16.2 A student may drop a course with no record during the first twelve class days of a fall or spring semester and during the first four class days of a summer term or a 10-week summer semester. Following this period, if approved by the Dean or designee of the College or his or her designee, a student may drop a course without academic penalty through the 60th class day of a fall or spring semester, the 15th class day of summer term or the 35th class day of a 10-week summer semester. The symbol Q shall be given to indicate a drop without academic penalty. Undergraduate students will normally be permitted four Q-drops during their undergraduate studies at Texas A&M University, regardless of transfer status. State law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career if they entered higher education as first-time enrolled freshman beginning the 2007 fall semester and thereafter. For exceptions see Rule 1.18.

1.16.3 Courses Q-dropped must have approval of the student's Dean or designee or department as determined by the respective College.

1.16.4 Undergraduate students will normally be permitted four Q-drops during their undergraduate studies; however: State law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career if they entered higher education as a first-time enrolled freshman beginning the 2007 fall semester and thereafter. Q-drops in one-hour courses will not count in the Texas A&M limit of four but will be included in the State-mandated limit of six dropped courses. If a lecture and companion lab are dropped at the same time, this will count as one Q-drop rather than two.

1.17 Any course taught on a shortened format or between regularly scheduled terms will have add/drop, Q-grade and withdrawal dates proportionally the same as if the course were offered in a regular term. These dates will be determined by the registrar's office.

1.18 A "W" may be approved by the Dean of the College or his or her designee if a student is allowed to drop a course anytime during the semester due to unusual or extenuating circumstances. These circumstances include:

- a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- the student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
- the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;

- the change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
- other good cause as determined by the Dean of the College or his or her designee.

Students who no longer participate in the University's ROTC program may drop military, naval or air science courses with a designation of "W".

A student seeking to drop a course due to unusual or extenuating circumstances should initiate this request with the Dean of the College or his or her designee. Requests should include appropriate documentation of the student's unusual or extenuating circumstances. The Dean of the College or his or her designee may determine whether a student has demonstrated such good cause as to warrant a drop with a grade of "W". Requests for "W" drops must be made on or before the last class day, as defined by the academic calendar, of the semester in which the course is being taken.

Present Rule 10 with Proposed Changes in **red font** and deletions are ~~struck~~.

NOTE: Approved changes from the SRRC meeting on 6/20/14 have been left bold and underlined in black font. These proposals are pending approval by Faculty Senate and TAMU President. Rule number 10.5 is also proposed to be changed to Rule number 10.6 in the new proposal.

10. Grading

(Revised: 2013)

10.1 The course instructor must make available the following information to the class by the first class period:

- A statement of the nature, scope and content of the subject matter to be covered in the course.
- All course prerequisites as listed in the catalog.
- All required course text(s) and material.
- The grading rule, including weights as applicable for exams, laboratory assignments, field student work, projects, papers, homework, class attendance and participation and other graded activities in the calculation of the course grade. If more than 10% of any grading scheme is based on participation, the course instructor should explicitly define and outline how this grade is determined. No such rule should be in contradiction to other provisions of the University Student Rules.

This requirement can be met by posting on the Howdy Portal.

10.2 The student's semester grade shall be based upon the grading rule statement in 10.1 (above). No such rule should be in contradiction to other provisions of the University Student Rules.

For information on contesting an assigned grade, see [Part III, Student Grievance Procedures, 48. Grade Disputes](#).

10.3 There are twelve grades. The five passing grades at the undergraduate level are, A, B, C, D and S, representing varying degrees of achievement; these letters carry grade points and significance as follows:

Assigned by the instructor:

- A: Excellent, 4 grade points per semester hour
- B: Good, 3 grade points per semester hour
- C: Satisfactory, 2 grade points per semester hour
- D: Passing, 1 grade point per semester hour
- F: Failing, no grade points, hours included in GPA
- I: Incomplete, no grade points (hours not included in GPA)

Grades assigned if student is taking an undergraduate course S/U:

- S: Satisfactory (C or above), hours not included in GPA

- U: Unsatisfactory (D or F), no grade points, hours included in GPA)

Other:

- X: No grade submitted, see 10.6
- Q: Dropped course with no penalty, requires Dean or designee's permission, see [1.16](#)
- W: Dropped course(s) with no penalty during the semester enrolled, hours not included in GPA, requires Dean or designee's permission, see (1.7, 1.18, 7.8, and 17)
- NG: No Grade. Administrative removal of posted grades requires approval by the Dean or designee of the college in which the student was enrolled during the semester in which the courses were taken. A NG requires extensive documentation of the extraordinary circumstances justifying the No Grade. The instructor of record, or the instructor's department head if the instructor is unavailable, will be consulted during the process. The Registrar will, if possible, notify the instructor of record, and in any event will notify the instructor's department head, whenever a NG is issued.

10.4 Passing grades for graduate students are A, B, C and S.

10.4.1 Grades of S or U may be assigned in certain officially designated courses. Graduate courses on the degree plan may not be taken on an S/U basis, except for courses bearing the numbers 681, 684, 690, 691, 692, 693 695 and 697. Graduate courses not on the degree plan may be taken on an S/U basis.

10.4.2 Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C may be repeated for a higher grade.

10.4.3 Graduate students must maintain a grade point (GPA) of 3.00 (B average based on a 4.00 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate coursework (300- and 400-level) completed at Texas A&M and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded.

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.00, he or she will be considered to be scholastically deficient. If the minimum GPA is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

10.5 Grades assigned to first professional students are established by the first professional degree program in which the student is enrolled and are described below. Grading policies are also unique to each first professional degree program and these policies are described below as well.

10.5.1 Doctor of Dental Surgery Degree Program (Baylor College of Dentistry)

10.5.1.1 In addition to A, B, C, D, F, W, and I grades (see 10.3 above), dentistry students may be assigned the following letter grades:

- B+ : Good, 3.5 grade points per semester hour
- C+ : Fair, 2.5 grade points per semester hour

10.5.1.2 Grades of S, U, X, Q, and NG are not assigned to dental courses.

10.5.1.3 Grades other than the F grade are passing grades, although earning a grade of D in courses may require remediation.

10.5.1.4 Grades of F must be absolved by repeating the courses and achieving grades of C or above. With approval of the Student Promotions Committee, students may repeat a maximum of two courses as long as the courses do not total seven or more semester credit hours.

10.5.1.5 When successfully remediating a course, the original grade and the replacement grade are included on the transcript and are used to calculate the cumulative GPA.

10.5.1.6 Students earning D or F grades totaling six or more semester credit hours in the second year of the curriculum may be dismissed or required to repeat the year as explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12 and in the Baylor College of Dentistry Academic and Disciplinary Due Process for Predoctoral and Dental Hygiene Students.

10.5.1.7 If a dentistry student's semester GPA (for year 1) or cumulative GPA (for years 2 through 4) falls below a 2.00, he or she is considered scholastically deficient and may be placed on academic probation or dismissed as explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12 and in the Baylor College of Dentistry Academic and Disciplinary Due Process for Predoctoral and Dental Hygiene Students.

10.5.1.8 Grading processes specific to the Baylor College of Dentistry are further explained in the Academic and Disciplinary Due Process for Predoctoral and Dental Hygiene Students.

10.5.2 Doctor of Medicine Degree Program (College of Medicine)

10.5.2.1 In addition to I and W grades (see 10.3 above), medical students may be assigned the following letter grades:

- H : Honors, 4 grade points per semester hour
- P : Pass, 3 grade points per semester hour
- F : Fail, 0 grade points per semester hour
- F/P : Failed course, remediated, 1 grade point per semester hour

10.5.2.2 Grades of A, B, C, D, S, U, and Q are not assigned to medical courses.

10.5.2.3 Only grades of H and P are passing grades. Grades of F must be resolved by remediating or repeating the courses and achieving a grade of F/P.

10.5.2.4 When successfully repeating a course, the original F or F/P grade and the grade in the repeated course are indicated on the transcript and are used to calculate the student's cumulative GPA.

10.5.2.5 A temporary grade of incomplete (I) for a course/clerkship at the end of a course/clerkship usually indicates that the student has completed the course with the exception of some portion of work. The instructor shall give an incomplete grade when the deficiency is due to an authorized absence or other cause beyond the control of the student or when all but a single component of the course/clerkship has been completed. The grade will be changed to a P/F/H when the course requirements are complete.

10.5.2.6 Grading processes specific to the College of Medicine are further explained in the College of Medicine Student Handbook.

10.5.3 Doctor of Pharmacy Program (Irma Lerma Rangel College of Pharmacy)

10.5.3.1 Grades of Q and NG are not assigned to pharmacy courses.

10.5.3.2 Only grades of A, B, C and S are passing grades. Grades of D, F or U for core courses and elective courses taken for credit must be corrected by remediating or repeating the course(s) and achieving a grade(s) of C or above or S.

10.5.3.3 When successfully remediating or repeating a core or elective course(s), the original grade and the replacement grade are indicated on the transcript and are used to compute the cumulative GPA.

10.5.3.4 If a pharmacy student's cumulative GPA falls below a 2.30, he or she is considered scholastically deficient and may be placed on academic probation or dismissed as explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12 and in the current student handbook for the College of Pharmacy.

10.5.3.5 A temporary grade of "I" indicates that a student has satisfactorily completed most of the requirements for a course with the exception of a major examination or other requirement. This grade is assigned only when there is a valid reason beyond a student's control (e.g., illness, accident). The "I" grade is converted to an A, B, C, D, F, S or U grade upon completion of course requirements, which must be by the first month of the next regular semester. An "I" grade is computed as an F grade, unless changed to a final passing grade, and cannot be removed from the transcript if the remaining course requirements are not completed within a calendar year following the semester in which the "I" grade was assigned.

10.5.3.6 Grading processes specific to the College of Pharmacy are further explained in the current student handbook.

10.5.4 Doctor of Veterinary Medicine (College of Veterinary Medicine and Biomedical Sciences)

10.5.4.1 Grades assigned to veterinary students are outlined in section 10.3 above.

10.5.4.2 Grades of A, B, C, D and S are passing grades, although only a limited number of D grades are permitted.

10.5.4.3 An S grade will not be included in the computation of a student's cumulative GPA, but a U grade will be computed as F grade.

10.5.4.4 When a student repeats or remediates a veterinary medicine course, grades for the original course and its replacement are both used by the University and the College to compute the GPA and are recorded on the student's transcript.

10.5.4.5 A temporary grade of "I" indicates that the student has completed a course with the exception of a major examination or other requirement. This grade is given only when the deficiency is due to excused/authorized absences. An incomplete grade is reported to the Associate Dean for Professional Programs. The written report shall include:

- A statement of the basis for recording the incomplete grade; and
- A statement defining the remaining work to be completed. The work must be completed prior to the next academic term in which the student is registered, unless the Associate Dean for Professional Programs grants an extension of time for good reason. If the work is not completed within this period or, if the student registers for the same course again, the "I" is changed to an F by the Registrar. Students must clear all "I" grades prior to advancing to the fourth year of the professional curriculum and prior to graduation.

10.5.5 Juris Doctor Degree Program (School of Law)

10.5.5.1 In addition to A, B, C, D, F, W and I grades (see 10.3 above), law students may be assigned the following letter grades:

- A+ : 4.01 grade points per semester hour
- A⁻ : 3.67 grade points per semester hour
- B+ : 3.33 grade points per semester hour
- B⁻ : 2.67 grade points per semester hour
- C+ : 2.33 grade points per semester hour
- C⁻ : 1.67 grade points per semester hour
- D+ : 1.33 grade points per semester hour
- D⁻ : 0.67 grade points per semester hour
- P : Pass
- F : Fail, no grade points, hours included in the GPR

10.5.5.2 Grades of X, Q, and NG are not assigned to law school courses.

10.5.5.3 Grades other than an F or Fail are acceptable for credit for law school courses. A grade of F or Fail is included in the calculation of the grade point.

10.5.5.4 If a temporary grade of I is assigned by an instructor, a letter grade must be awarded six calendar months from the last date of exams for the applicable semester. Unless permitted by the Academic Standards Committee the maximum grade given for an I can be no higher than the maximum class GPA for that course. After six months, an unresolved I becomes an F (0.00).

10.5.5.5 Students enrolled in the J.D. program must maintain a cumulative minimum grade point of 2.33 in order to be granted a degree.

10.5.5.6 If a student's cumulative GPA falls below a 2.33 after the second semester, he or she is considered scholastically deficient and will be dismissed from the J.D. program, subject to appeal to the Academic Standards Committee. The procedures for dismissal are explained in the Texas A&M University Student Rules, Scholastic Deficiency/Probation, rule 12, and in the School of Law student handbook.

10.5.5.7 If a student fails a lockstep or an advanced required course, the course must be repeated. A student may repeat an elective course in which an F or Fail is recorded. The grade for a repeat of a failed course is Pass or Fail. The original grade remains on the transcript and is calculated in the cumulative grade point average.

10.5.5.8 After grades have been posted to a student's record, grades are final and may not be changed except with permission of the Academic Standards Committee. A request for a grade change must be made within 90 days after the official posting of the grade.

10.5.5.9 Grading processes specific to the law school are further explained in the School of Law student handbook.

~~10.5 A temporary grade of I (Incomplete) at the end of a semester or summer term indicates that the student (graduate or undergraduate) has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the registrar, he or she will fill out an "Incomplete Grade Report," which is filed with the department head. Copies are sent to the student and to the student's academic Dean or designee. This report includes (1) a statement of the instructor's reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university unless the student's academic Dean or designee, with the consent of the instructor (in the absence of the instructor, the department head), grants an extension of time for good reason. If the incomplete work is not completed within this time or if the student registers for the same course again, the I will be changed to an F by the registrar. Grades of I assigned to 684 (Professional Internship), 691 (Research), 692 (Professional Study) or 693 (Professional Study) are excluded from this rule.~~

10.6 A temporary grade of I (incomplete) at the end of a semester or summer term indicates that the student has completed the course with the exception of a major quiz, final examination, or single major assignment. The instructor shall give this grade only when the deficiency is due to an approved university excused absence (see Rule 7 of TAMU Student Rules) or based on criteria published in the Law School Handbook.. Each instructor awarding an incomplete grade must complete an "Incomplete Grade Report," which will be filed with the department head or designee of the department offering the course. Copies will also be sent to the student and to the student's academic dean or designee. An incomplete must be removed before the last day of scheduled classes of the next long semester in which the student enrolls in the university unless the student's academic dean or designee, with the consent of the instructor, grants a time extension. Students in law (JD), medicine (MD), dentistry (DDS), pharmacy

(PharmD), nursing (RN), dental hygiene (BS) and veterinary medicine (DVM) may have a different deadline for completion of incompletes as published in student handbooks. In the absence of the instructor, the department head may grant a time extension. Failure to complete the required work in the appropriate period of time, or registering for the course again, will result in the I being changed to an F by the registrar. Grades of I assigned to 684 (Professional Internships), 691 (Research), 692 (Professional Study), or 693 (Professional Study) are excluded from this rule.

In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for leave of absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the Title IX Coordinator.

10.7 The X notation is assigned to a course by the Registrar at the end of a semester or summer term only when a grade is not submitted by the instructor. The Registrar will notify the Dean or designee of the college in which the course is taught that an X notation has been made. The Dean or designee of the college offering the course will request, through the department head, that the instructor, at the beginning of the succeeding semester or summer term, remove the X notation and assign a letter grade with a Grade Change Report. The instructor will have 30 days from the beginning of the succeeding semester or summer term to report a change of grade to the registrar. If a Change of Grade Report is not received during this time period, the Registrar will automatically remove the X notation and assign a grade of F. Grades of X assigned to 684 (Professional Internship), 691 (Research), or 692 (Professional Study) are excluded from this rule.

10.8 An instructor may change a student's grade by submitting a Grade Change Report to the Registrar.

10.8.1 A grade may be changed up to one year after the submission of the final grades for a given semester. This change requires the approval and signature of the department head **or the dean of academic affairs for first professional programs** as well as the instructor.

10.8.2 After one year, a grade change must have the approval and signature of the student's Dean or designee in addition to the signatures of the instructor and department head **or the dean of academic affairs for first professional programs**.

10.8.3 Anytime a grade is lowered, the Grade Change Report must have the approval and signature of the student's Dean or designee in addition to the instructor and department head **or the dean of academic affairs for first professional programs**.

10.8.4 Grade changes for faculty members who are unavailable, or are no longer employed at Texas A&M University, require the approval of the department head **or the dean of academic affairs for first professional programs** and the Dean or designee of the college.

10.9 All grades shall be reported to the Registrar promptly on the date specified in the call for grades. ~~Except for grades for graduating students, all other final grades shall be due not less than 72 hours after the end of the examination period.~~ **All final grades shall be due not less than 72 hours after the end of the examination period with the exception of graduating and first professional students.**

10.10 Only the grade made in course work for which the student was registered in this institution shall be used in determining his or her grade point ratio.

10.11 An undergraduate student's cumulative grade point ratio for any period shall be computed by dividing the total number of semester hours for which he or she received grades into the total number of grade points earned in that period. Semester credit hours to which grades of F or U are assigned shall be included; those involving grades of W, Q, S, X, I and NG are excluded.

10.11.1 (Removed May 2013)

10.12 Students registered for KINE 198 and KINE 199, wishing to change the grade type from a graded course to S/U or from S/U to a graded course may do so by selecting the "My Record" tab on the Howdy website at <http://howdy.tamu.edu>, then by selecting "Change Kine 198/199 Grade Type" in the "Registration" box. All requests for KINE 198 and KINE 199 changes must be accomplished on or before the Q-drop deadline for the fall, spring or summer semester.

10.13 Undergraduate students:

10.13.1 Undergraduate students may be permitted to take courses in their degree programs at Texas A&M University on a satisfactory/unsatisfactory (S/U) basis consistent with the requirements of the student's college.

10.13.2 The hours for which a student receives a grade of "satisfactory" shall not be included in the computation of the student's semester or cumulative grade point ratio; a grade of "unsatisfactory" shall be included in the computation of the student's grade points per credit hour as an F. A grade of "satisfactory" will be given only for grades of C and above; a grade of "unsatisfactory" will be given for grades D and F.

10.13.3 Students on probationary standing may be required to take KINE 199 or electives on an S/U basis as determined by published college rules.

10.14 Graduate students:

10.14.1 Graduate students will not receive graduate degree credit for undergraduate degree courses taken on a satisfactory/unsatisfactory basis. Graduate students may take any graduate courses that are not used on their degree plans on an S/U basis.

10.14.2 A grade of "satisfactory" (S) will be given only for grades of A and B in graduate courses and for grades of C and above in undergraduate and professional courses; a grade of "unsatisfactory" (U) will be given for grades of C and below in graduate courses and or D and F grades in undergraduate and professional courses.

10.14.3 S/U grades are not included in the grade point ratio calculation for graduate students.

10.13.4 Courses numbered 681, 684, 690, 691, 692, 693, 695 and 697 are graded on an S/U basis only.

10.15 Near the middle of the fall and spring semesters, a preliminary report, showing the current progress of all undergraduate students who have completed less than 30 semester credit hours of course work at Texas A&M University, will be made available. Preliminary grades are not recorded on the student's permanent record.

10.16 At the close of each semester, a final report of the student's semester grades will be made available to the student at <http://howdy.tamu.edu>. Students may create a parent password which enables parents or guardians to access grade information.

10.17 No student grade that is personally identifiable may be posted unless the student has given written consent in advance.

10.18 An undergraduate student is making satisfactory academic progress when he or she is meeting university, college and major field of study grade point requirements.

10.19 Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.00 cumulative GPA (computed as specified in section 10.4.3). Degree-seeking students also must maintain a GPA of at least 3.00 on all courses listed on the degree plan. Departments and colleges may establish higher GPA requirements for their students in graduate degree programs and for post-baccalaureate non-degree students (G6 classification).

10.20 Any undergraduate student who wishes to repeat a course must do so before he or she completes a more advanced course in the same subject. What constitutes a more advanced course will be determined by the head of the department offering the course.

10.21 When a course is repeated by an undergraduate student in an attempt to earn a grade higher than C, D, F, or U, only the highest grade will be used for the degree audit. However, the grades for all courses taken in residence at Texas A&M University will remain on the student's permanent record. A student's cumulative GPR will include all graded courses except courses excluded under the First Year Grade Exclusion Policy. An undergraduate student may attempt a course no more than three times, including courses graded Q or W but excluding these graded NG, unless approval has been received from both the student's Dean or designee and the department offering the course.

10.22 A student repeating a course completed at Texas A&M University in which a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

10.23 For graduate students, grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the course(s) and achieving grades of C or above or Satisfactory (S). A course in which the final grade is a C may be repeated for a higher grade. Those involving grades of W, Q, S, U, X, I or NG are excluded.

Present Rule 12 with Proposed Changes in *red font*, deletions are ~~struck~~.

12. Scholastic Deficiency/Probation

(Revised: 2013)

12.1 An undergraduate student is scholastically deficient when:

- 12.1.1 His or her semester grade point ratio is less than 2.00; or
- 12.1.2 His or her cumulative grade point ratio is less than 2.00; or
- 12.1.3 The cumulative grade point ratio in his or her major field of study is below a 2.00; or
- 12.1.4 He or she is not meeting college and/or major course of study grade point requirements.

12.2 In the event an undergraduate student becomes scholastically deficient, he or she, may be:

- 12.2.1 Warned of scholastic deficiency after review by his or her academic Dean or designee; or
- 12.2.2 Permitted to continue in school on scholastic probation after review by his or her academic Dean or designee; or
- 12.2.3 Dismissed from continued enrollment in his or her college or major after review by his or her academic Dean or designee; or
- 12.2.4 Suspended from the university for deficient scholarship; a scholastically-deficient undergraduate student may, after review by the Associate Provost for Undergraduate Studies or designee, be suspended from the university because of scholastic deficiency by the following action:

Suspension: Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of this period of time. The student is guaranteed a review of the case and a decision regarding eligibility for readmission.

The decision to suspend a student takes effect when the Undergraduate Academic Appeals Panel (See Student Rule 57) does not support the student's appeal, or when the appeal is waived, or when the time limit for appealing has passed. A recommendation by the Associate Provost for Undergraduate Studies or designee to suspend the student from the university because of scholastic deficiency must be made with concurrence of the student's academic Dean or designee.

12.3 A degree-seeking graduate student is considered to be scholastically deficient if:

- 12.3.1 Either his or her cumulative GPA or the GPA for courses listed on the degree plan falls below 3.00 or below a higher standard set by the department or college of affiliation; or
- 12.3.2 He or she fails to show acceptable proficiency in such other requisites for his or her degree as may be assigned by his or her graduate committee, department or the Office of Graduate Studies (e.g., qualifying and preliminary examinations, research, writing or a thesis or dissertation, etc.).

12.4 A post-baccalaureate non-degree student (G6 classification) who has completed 12 hours of course work is considered to be scholastically deficient when:

12.4.1 His or her grade point ratio falls below 3.00 or below a higher standard set by the department or college of affiliation; or

12.4.2 He or she fails to show proficiency in such other areas as may be specified by his or her department or the Office of Graduate Studies (e.g., English language proficiency.)

Scholastically deficient post-baccalaureate non-degree students (G6 classification) will be suspended from further study by and in their home department or program.

12.5 In the event a degree-seeking graduate student becomes scholastically deficient, he or she may be subject to one of the following actions, initiated by a recommendation from the student's department or graduate advisory committee (listed in order of increasing severity):

12.5.1 Warned of scholastic deficiency; or

12.5.2 Permitted to continue in the program on scholastic probation; or

12.5.3 Suspended from the university—because of scholastic deficiency; or separated from the university because of scholastic deficiency by one of the following actions:

- Suspension: Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of this period of time. The student is guaranteed a review of the case and a decision regarding eligibility for readmission.
- Dismissal: Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible in the future, but no specific time for a decision is established.
- Termination: Permanent separation of the student from the university for scholastic deficiency. The student is not eligible for readmission to the university. Termination can occur following a ruling by the Graduate Appeals Panel that does not support the student's appeal.

A recommendation to suspend, dismiss or terminate the student from the university because of scholastic deficiency must be made in writing to the Associate Provost for Graduate Studies by the department or the student's graduate advisory committee. If the recommendation is made by the advisory committee, it must be signed by all members of the committee.

12.6 Scholastic deficiency for first professional degree seeking students is defined by the first professional degree program in which the student is enrolled.

12.6.1 Doctor of Dental Surgery Degree Program (Baylor College of Dentistry)

12.6.1.1 A dentistry student is scholastically deficient when:

- His or her cumulative GPA is below 2.00; or

- Earning a grade of “D” or lower in six or more hours of preclinical laboratory courses in the second year.

12.6.2 Doctor of Medicine Degree Program (College of Medicine)

12.6.2.1 A medical student is scholastically deficient when:

- He or she earns a grade of “F” in one or more courses or clerkships.

12.6.3 Doctor of Pharmacy Degree Program (Irma Lerma Rangel College of Pharmacy)

12.6.3.1 A pharmacy student is scholastically deficient when:

- A semester GPA is below 2.30; or
- His or her cumulative GPA is below 2.30; or
- Earning a grade of “D” or lower in a core course or in an elective course taken for credit; or
- Earning a grade of “U” in a course in which S/U grades are assigned.

12.6.4 Doctor of Veterinary Medicine (College of Veterinary Medicine and Biomedical Sciences)

12.6.4.1 A veterinary student is scholastically deficient when:

- His or her cumulative GPA for courses in the professional curriculum is less than 2.00; or
- He or she earns less than a 2.00 GPA in a course in the professional curriculum; or
- His or her semester GPA is less than 2.00.

12.6.5 Juris Doctor Degree Program (School of Law)

12.6.5.1 A law student is scholastically deficient when:

- At the end of the first semester (fall), his or her GPA is below 1.90; or
- At the end of the first semester (fall), his or her GPA is at least 1.90, but below 2.33; or
- At any time after two semesters in the law school, his or her cumulative GPA is below 2.33; or
- At any time after two semesters in the law school, his or her term GPA is below 2.00, but his or her cumulative GPA is at least 2.33.

12.7 A scholastically deficient first professional student may be subject to one of the following actions as determined by the first professional degree program in which the student is enrolled.

12.7.1 Doctor of Dental Surgery Degree Program (Baylor College of Dentistry)

12.7.1.1 As determined by the Student Promotions Committee, scholastically deficient dental students may (listed in order of increasing severity):

- Be conditionally promoted; or
- Remediate a course or courses; or
- Be dismissed from the College.

12.7.2 Doctor of Medicine Degree Program (College of Medicine)

12.7.2.1 Scholastically deficient medical students may:

- Remediate or repeat a course – Medical students earning an “F” grade in a course or clerkship may remediate or repeat the course.
- Be placed on academic probation – Medical students may be placed on academic probation if they fail a block course or clerkship. This may be done in addition to any other remedies in this section.
- Repeat the year – Medical students may be required to repeat a year if:
 - A grade of “F” is earned in two courses or clerkships in a year; or
 - A grade of “F” is earned in two separate courses or clerkships in different years.
 - The student has marginal performance in more than one course during an academic year.
- Be dismissed from the College – Medical students may be dismissed if:
 - A grade of “F” is earned in two courses or clerkships in a year; or
 - A grade of “F” is earned in two separate courses or clerkships in different years; or
 - They earn a “F” grade when repeating an academic year; or
 - A review of their academic record by the Student Promotions Committee indicates significant academic deficiency; or
 - Failure of USMLE Step 1 or Step 2 for the second time; or
 - Failure of a course while on probation for any reason.

12.7.3 Doctor of Pharmacy Degree Program (Irma Lerma Rangel College of Pharmacy)

12.7.3.1 Scholastically deficient pharmacy students may (listed in order of increasing severity):

- Be placed on academic probation – Pharmacy students are placed on probation when:
 - They earn a U in a course in which S/U grades are assigned; or
 - Their cumulative GPA is less than 2.3 in any semester.
- Remediate a course or courses – Pharmacy students may remediate a course or courses when:
 - They earn a “D”, “F” or “U” grade in no more than two courses in a semester and no more than four courses throughout the curriculum.
- Be dismissed from the college – Pharmacy students are academically dismissed when they earn:
 - More than one “D”, “F” or “U” grades in a core course or an elective when taken for credit; or
 - A “D”, “F” or “U” grade while on academic probation; or
 - A cumulative GPA of less than 2.30 for two sequential semesters.

12.7.4 Doctor of Veterinary Medicine (College of Veterinary Medicine and Biomedical Sciences)

12.7.4.1 Scholastically deficient veterinary students may (listed in order of increasing severity):

- Remediate a course or courses – Veterinary students may remediate a course or courses when:
 - They earn a “D” or “F” grade in a veterinary medicine course.
- Be placed on scholastic probation – Veterinary students are placed on scholastic probation when:
 - Their cumulative GPA for veterinary medical courses is less than 2.00; or
 - They are readmitted to the program following dismissal for academic reasons; or
 - They earn one or more “D” or “F” grades in veterinary medical courses.
- Be dismissed from the college – Veterinary students are dismissed from the college when:
 - They do not meet the terms of academic probation; or
 - They receive a two or more “F” grades in a required course (whether it is the same course or not); or
 - They earn a total of two “D” grades and an “F” grade or three “D” grades while pursuing the veterinary medicine curriculum.

12.7.5 Juris Doctor Degree Program (School of Law)

12.7.5.1 Scholastically deficient law students are (listed in order of increasing severity):

- Placed on academic warning – Law students are placed on academic warning (described in the School of Law Academic Standards) when their:
 - GPA is at least 1.90, but below 2.33, at the end of their first semester (fall); or
 - Term GPA is below 2.00, but their cumulative GPA is at least 2.33.
- Dismissed – Law students are academically dismissed when their:
 - GPA is below 1.90 at the end of the first semester (fall). Students may apply for readmission or seek to restart the program as described in the School of Law Academic Standards; or
 - GPA is below 2.33 after two semesters. Students may petition the Academic Standards Committee to be readmitted into the program on scholastic probation or to restart the program as a first year law student.

12.8 Scholastic Probation—Undergraduate Students

12.8.1 Scholastic probation is a conditional permission for a student to continue in the university after he or she has become scholastically deficient.

12.8.2 For undergraduate students, scholastic probation is granted by the Dean or designee of a student’s college when analysis of the deficiency indicates that a continuation is in the best interest of the student and the university. The record made by a student while on probation determines whether he or she shall be cleared to register as a regular student, be granted a continuation on probation or be suspended by the university for scholastic deficiency.

12.8.3 The undergraduate student shall be informed in writing, by letter and/or email, of the terms of his or her probation and may be required by the Dean or designee of his or her college to register for a prescribed schedule of courses. Hour and grade point requirements shall be made consistent with the student's progress toward graduation. The specified hour and grade points are considered to be a minimum only.

12.8.4 An undergraduate student will remain on probation until the close of the semester for which the probation is assigned.

12.8.5 An undergraduate student blocked or suspended for deficient scholarship may request a hearing by the University Academic Appeals Panel.

12.9 Scholastic Probation—Graduate Students

12.9.1 Scholastic probation is a conditional permission for a student to continue in the university after he or she has become scholastically deficient.

12.9.2 For graduate students, this permission is granted by the head of the student's major department. The record made by a student while on probation determines whether he or she shall be cleared to register as a regular student, be granted a continuation on probation or be suspended, dismissed or terminated from the university for scholastic deficiency.

12.9.3 The graduate student shall be informed in writing of the terms of his or her probation and may be required by his or her advisory committee or by the head of his or her department to register for a prescribed schedule of courses. Hour and grade point requirements shall be made consistent with the student's progress toward graduation. The specified hours and grade points are considered to be a minimum only. In addition to, or in lieu of, course work, a graduate student may be required to demonstrate progress toward completion of the degree by completing specified examinations and/or specified milestones in research or other independent study leading to completion of the dissertation or record of study.

12.9.4 A graduate student will remain on probation until the terms of the probation are accomplished and his or her advisory committee or department head recommends that the probation be lifted.

12.9.5 A graduate student blocked or suspended for deficient scholarship may appeal such a decision through the Graduate Panel, following the procedures defined in Part III, Grievance Procedures: Appeal Procedures.

12.10 Scholastic Probation – First Professional Degree Students

12.10.1 Scholastic probation is a conditional permission for a student to continue in the university after he or she has become scholastically deficient.

12.10.2 For first professional students, this permission is granted by a committee.

- Student Promotions Committee for students enrolled in the Doctor of Dental Surgery and Doctor of Medicine programs.
- Credentialing Committee for students enrolled in the Doctor of Pharmacy program.

- Academic and Clinical Progress Committees for students enrolled in the Doctor of Veterinary Medicine program.
- Academic Standards Committee for students enrolled in the Juris Doctor program.

12.10.3 The academic record made by a student on scholastic probation determines whether he or she shall be cleared to register as a regular student, be granted a continuation on probation or dismissed from the first professional degree program.

12.10.4 First professional students shall be informed in writing of the terms of his or her probation.

12.10.5 First professional students will remain on probation until the terms of the probation are accomplished.

Present Rule 59 with proposed changes are **bold** and underlined. Deletions are ~~struck~~.

RULE 59 Graduate Appeals Panel

59. Graduate Appeals Panel

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.

59.1 Scope. The Graduate Appeals Panel (GAP) will hear appeal that involve actions against students stemming from: (a) ~~dismissal~~, suspension, or blocks for scholastic deficiency (including failure to make sufficient progress in the student's academic program); and (b) appeals of disputes over final course grades, ~~unauthorized absence determination~~, or evaluation of performance on examinations required by the department, intercollegiate faculty, or the graduate advisory committee. **Appeals will be heard only when the student alleges that an arbitrary, capricious or prejudiced evaluation has occurred.**

59.1.1 ~~Scholastic Dishonesty~~ **Academic Misconduct**. Actions stemming from ~~scholastic dishonesty~~ **academic misconduct**, and any appeal of that action, will be dealt with through the Aggie Honor System Office.

59.1.2 Discrimination. Student Rule 45 should be used for grievances concerning race, color, national or ethnic origin, religion, age, sexual orientation, or veteran status.

59.1.3 Sexual Harassment. Student Rule 47 should be used for grievances concerning sexual harassment when the alleged offender is an employee of the university.

59.1.4 Disability Accommodations in Academic Programs. Student Rule 46 should be used for grievances concerning disability accommodations in academic programs.

59.1.5 Eligibility. The eligibility to obtain a hearing before the Graduate Appeals Panel means that the student seeking a hearing has complied with all prerequisites as set forth in this rule.

59.2 Definitions. In this rule, the following words have the following definitions and no other:

“Adverse decision” means a decision by a faculty member or administrator that negatively impacts the student and for which the student wishes to pursue a grievance under this rule.

“Arbitrary” means no reasonable factual basis for reaching the conclusion or taking the action.

“Assertion” means a contention or theory about the existence of some state of being. An assertion is established or disproved by evidence.

“Capricious” means unpredictable and subject to whim.

“Credible” means believable by a reasonable person.

“Evidence” means information by which an alleged fact is established or disproved. Evidence establishes or disproves an assertion.

“May” means a condition that is not required to be met; it is discretionary. Contrast “shall.”

“Parties” means the student or the Respondent.

“Prejudicial” means irrational attitude of hostility directed against an individual. This does not include hostility on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

“Preponderance of evidence” means the greater weight of credible evidence submitted in the hearing. For a fact to be established by a preponderance of the evidence the GAP must find the fact is more likely true than not true.

“Respondent” means the faculty member (or administrator) that made the decision.

“Shall” means a condition that must be met. Contrast “may.”

“Some credible evidence” means a quantity of evidence that is believable by a reasonable person.

“Student” means an individual graduate **or professional**-student **[not including first professional students – JD, MD, DDS, DVM, PharmD-whose appeals are addressed by the First Professional Appeal Panel]** enrolled at the university that is the subject of an adverse academic decision.

59.3 Membership. The pool of faculty and graduate students that sit as a panel on a GAP shall be appointed by the President or designee. A GAP shall be comprised of the chair, four (4) graduate faculty members, three (3) graduate students, and two (2) graduate student alternates. A quorum consists of the chair, three (3) faculty members and two (2) graduate students.

59.4 Informal Resolution Procedures. To be eligible for a hearing before the GAP, a student shall first complete each of the following applicable informal resolution procedures described below.

59.4.1 Respondent Conference. The student shall schedule and attend a conference (in-person or by telephone) with the respondent, informing the respondent of his/her concerns about the adverse decision. The respondent must fully inform the student about the grounds for and process used in reaching the decision. The aim of this conference is for: (1) the student to communicate how and why the decision is arbitrary, capricious or prejudicial; (2) the respondent to communicate how and why the decision is not arbitrary, capricious or prejudicial; and (3) the respondent to correct errors, if any, in the decision. The respondent should draft a letter describing the outcome of the conference and provide it to the student. This step does not apply to students that have already completed the process set forth in Student Rule 48 (Grade Disputes), 49 (Unexcused Absences), or 53 (Graduate Student Examination Evaluation Disputes).

59.4.2 Department Review. If the student does not receive a satisfactory outcome at the conclusion of the respondent conference, the student may seek review of the decision by the department head (or designee) of the department offering the course. The department head (or designee) shall provide a written response to the student. This step does not apply to students that have already completed the process set forth in Student Rule 48 (Grade Disputes), 49 (Unexcused Absences), or 53 (Graduate Student Examination Evaluation Disputes).

59.4.3 College Review. If the student does not receive a satisfactory outcome at the conclusion of the department review, the student may seek review of the decision by the dean (or designee) of the department offering the course or administering the degree program. The dean (or designee) shall provide a written response to the student. This step does not apply to students that have already completed the process set forth in Student Rule 48 (Grade Disputes), 49 (Unexcused Absences), or 53 (Graduate Student Examination Evaluation Disputes).

59.5 Formal Resolution Procedure. If, after completing all required steps in the informal resolution procedures section, the student has not received a satisfactory outcome, the student may seek a hearing before the GAP. To be eligible to receive a hearing before the GAP, a student must complete and file a Graduate Appeals Panel Hearing Request Form ~~(this form is provided at the end of this rule)~~ with the Associate Vice President ~~Vice President~~ Provost for Graduate and Professional Studies. The student must file the hearing request form no later than ten (10) calendar days after receiving the dean's (or designee's) letter referenced above in section Student Rule 48.5. The written request for an appeal hearing should include a statement outlining the student's justification for the appeal. The written request should also include all evidence and supporting documents that will be introduced at the hearing, including short statements summarizing the testimony that may be presented by witnesses.

59.5.1 Chair Review. Upon receipt of a Graduate Appeals Panel Hearing Request Form, the Associate Vice President ~~Vice President~~ Provost for Graduate and Professional Studies shall deliver a copy of the form and all attachments to the Chair of the GAP. The Chair shall review the materials to determine if the student has

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provided some credible evidence that, if left uncontested in the GAP hearing convinces the Chair that the GAP could conclude the evaluation of the student's performance was arbitrary or prejudicial.

59.5.1.1 If the student has not provided some credible evidence that, if left uncontested in the GAP hearing, convinces the Chair that the GAP could conclude the evaluation of the student's performance was arbitrary or prejudicial, the Chair shall notify the student and Associate ~~Vice President~~ Vice President Provost for Graduate and Professional Studies in writing that the student's request for a GAP hearing is rejected. The Chair's decision is final.

59.5.1.2 If the student has provided some credible evidence that, if left uncontested in the GAP hearing, convinces the Chair the GAP could conclude the evaluation of the student's performance was arbitrary or prejudicial, the chair shall notify the student and Associate ~~Vice President~~ Vice Provost President for Graduate and Professional Studies in writing that the student's request for a GAP hearing is granted and proceed to schedule the hearing.

59.5.2 Pre-Hearing Procedures.

59.5.2.1 If the Chair grants a hearing, he shall forward a copy of the student's Graduate Appeals Panel Hearing Request Form and all attachments to the Respondent and the Respondent's Department Head.

59.5.2.2 The Chair shall notify the student and Respondent of the time, date, and location of the hearing. The hearing should not be scheduled less than thirty (30) calendar days after the hearing request form and attachments are sent to the Respondent. The notice of hearing should include a list of potential panel members. At the Chair's sole discretion, if a potential panel member cannot be a fair and impartial panelist, they may be removed.

59.5.2.3 The Respondent shall submit to the Chair and student a list of all witnesses to be called by the Respondent. The Respondent shall also provide to the Chair and the student copies of all documents to be submitted for consideration by the GAP. The witness list and documents shall be submitted no later than fifteen (15) calendar days prior to the hearing. The failure to meet this deadline may result in the witnesses and documents being excluded from the hearing.

59.5.2.4 If, after receiving the witness list and documents of the Respondent, the student wants to add additional witnesses or documents to those already submitted with his/her hearing request form, the student shall submit to the Chair and Respondent the additional documents and witness names not less than ten (10) calendar days prior to the hearing. The failure to meet this deadline shall result in the witnesses and documents being excluded from the hearing unless the respondent agrees to waive the deadline or the Chair decides the additional documents and witnesses will be allowed.

59.5.3 Appeal Hearing.

59.5.3.1 The Chair shall assemble to hear the student's appeal a quorum of panelists. A quorum consists of the chair, three (3) faculty members and two (2) graduate students. Prior to the hearing the panel may be briefed about the identity of the parties to the hearing (student and respondent), the general subject matter of the hearing, and the potential witnesses. However, the panel may not be given any documentary evidence or witnesses statements prior to the hearing. The panel must make its decision based solely on the evidence presented by the parties during the hearing. The panel members shall not engage in any independent investigation outside of the hearing nor consider any evidence obtained outside of the hearing.

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59.5.3.2 The hearing will be conducted in a manner conducive to ascertaining the facts of the case. The student and Respondent shall be provided a reasonable opportunity to: (a) be present and hear all arguments and oral statements made to the panel during the hearing; (b) make arguments, present oral statements and written documents, and call witnesses to testify—so long as the presentation of material is relevant (as determined by the Chair) to the stated grounds for the appeal; and (c) ask questions of the other party's witnesses.

59.5.3.3 Each party may be accompanied at the hearing by an advisor, who may be an attorney. An advisor may not represent party, direct questions to the Chair or panel, participate in the opening or closing statements, engage in argument, or directly question witnesses. The advisors sole role is to provide advice and counsel to his party.

59.5.3.4 At any time, the Chair or panel may consult with an appropriate university advisor, call or recall witnesses, or introduce matters and information it deems relevant to the appeal.

59.5.3.5 The Chair may establish reasonable time limitations for the oral presentations of the parties.

59.5.3.6 The formal rules of evidence do not apply to GAP proceedings. The Chair shall decide the admissibility of evidence and the schedule of the hearing.

59.5.3.7 No witness that is not a party shall be allowed to attend the hearing before he/she testifies. Hearings will be closed to the public unless both parties and the Chair agree to make the hearing open to the public. If the hearing will be open to the public, the student agrees to sign a consent to release student record information as required by FERPA.

59.5.3.8 In hearings involving more than one student, at the sole discretion of the Chair, a single hearing may be scheduled for all of the students. If any one of the students requests a separate hearing or if the Chair determined it is in the best interest of the students, separate hearings may be held. When collective hearings are held, individual findings, decisions, and recommendations will be entered by the GAP.

59.5.3.9 A record of the hearing (e.g., by audiotape, videotape, or court reporter) will be made at the expense of the university. Upon receipt by the Chair of a written request, the student may obtain a copy of the record by paying the cost of reproduction or transcription.

59.5.3.10 The Chair may dismiss anyone from the hearing, including parties or advisors, whose conduct is inappropriate or disruptive to the hearing process.

59.5.3.11 The student has the burden of proof to demonstrate by a preponderance of credible evidence that the evaluation of the student's performance was arbitrary or prejudicial.

59.5.4 Appeal Hearing-Order of the Proceedings.

59.5.4.1 The Chair will begin the hearing with opening remarks. The Chair will summarize the issues, describe the role of the GAP, and explain the procedures to be followed. The Chair will then ask each person in the room to identify themselves for the record.

59.5.4.2 Unless otherwise determined by the Chair, the order of presentation will be as follows, with the allocation of time for each segment to be determined by the Chair in advance of the hearing:

- (a) Opening statement by the student.
- (b) Opening statement by the Respondent.
- (c) Student presents evidence (documents and witnesses), with opportunity for questioning by the Respondent and panel members.
- (d) Respondent presents evidence (documents and witnesses), with opportunity for questioning by the student and panel members.
- (e) Recess for closing statement preparation.
- (f) Closing statement by Respondent.
- (g) Closing statement by Student.
- (h) Chair declares hearing is concluded.

59.5.5 Post-Hearing Procedures.

59.5.5.1 Upon completion of the hearing the GAP will meet in closed session for deliberations. If the process requires additional time the GAP may suspend its deliberations and reconvene at a later day and time. A simple majority vote of the panel is required for findings, decisions, and recommendations. No panel member may abstain from voting. The Chair is not a voting member of the GAP unless for some unexpected reason his/her vote is required to break a tie.

59.5.5.2 The Chair will prepare a written final decision to the student, and all members of the panel will sign, including:

- (a) Indicate whether the appealed decision is affirmed or modified.
- (b) Articulating the reasonable factual basis upon which the GAP reached its conclusion.
- (c) Recommendations, if necessary to the individual case being heard, for further actions by university officials.

59.5.5.3 The Chair will provide the Respondent, Department Head of the department offering the course or administering the degree program, Dean of the College offering the course or administering the degree program, Associate Vice President ~~Vice President~~ Provost for Graduate and Professional Studies, and the Executive Vice President for Academics and Provost with a copy of the decision.

59.5.5.4 The decision by the GAP is the final decision of the university and is not appealable to any university or system person or entity.

59.6 The Chair may reasonably deviate from the procedures detailed in this rule if the particular facts and circumstances of the matter support the change. A reasonable deviation from the procedures shall not be grounds for overturning the outcome of the hearing process set forth in this rule.

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Date form received in OGS: _____

Received by (Print & Initial): _____

Graduate Appeals Panel (GAP) Hearing Request Form

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This form is used to request a hearing under Student Rule 59. This form must be completed and filed with the Associate Vice President for Graduate Studies not later than ten (10) calendar days after receiving the dean's (or designee's) letter referenced in section 59.4.3. For students that have complete the process set forth in Student Rule 48, this form must be received by the Associate Vice President for Graduate Studies no later than ten (10) calendar days after receiving the dean's notification referenced in Student Rule 48.5.

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Student Name (Last, First, Middle):

UIN:

Local Street Address:

City, State, Zip:

Telephone Number:

E-mail Address:

Department administering the student's degree program:

Disputed Academic Decision (must be within scope of GAP, see section 59.1):

Respondent (Person/Committee Who Made Decision):

Grounds upon which the grievance is based:

Attach (1) respondent conference letter; (2) department review letter; and (3) college review letter.

List all witnesses with first-hand knowledge who can support your allegations.

Attach legible copies of all documents that support your allegations.

What outcome or action are you requesting as a result of this grievance?

Advisor (include contact information):

Is your advisor an attorney? If yes, have you advised your attorney his/her role is only that of an advisor?

Student Signature:

Date:

This form may be hand-delivered to:

This form may be mailed to:

This form may be faxed to:

This form may be e-mailed to:

