

**UNDERGRADUATE COUNCIL
Request for Change(s)**

Originating unit requesting change:

Type of Change requested:

- | | | | | | |
|--------------------------|--------------------|--------------------------|------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Course number(s) | <input type="checkbox"/> | Course prerequisite(s) | <input type="checkbox"/> | Program description* |
| <input type="checkbox"/> | Course title | <input type="checkbox"/> | Drop course(s) | <input type="checkbox"/> | Program requirements* |
| <input type="checkbox"/> | Course description | <input type="checkbox"/> | Drop program(s) | | |

Semester and year change(s) take effect:

Appropriate computer abbreviation
if course title is more than 30 spaces:

In space provided, briefly summarize change requested:

Programs Only*

Program Name: _____

Current Code: _____ Proposed New Code (list 2): _____ or _____
(ex: INDE-BFA)

Can have second major: ____ Yes ____ No

Current 6-digit CIP Code: _____
Does the change require a new or change in CIP code? ____ Yes ____ No

If yes, what is the proposed 6-digit CIP code?* _____

*for reference, please visit: <https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56>

Program to be promoted to prospective
undergraduate students by TCU Admissions? Yes No

Catalog Copy: *if additional space or formatting is needed, include as an attachment*

Present catalog copy (paste-up from catalog is acceptable):

Proposed change(s): Include exact catalog copy as desired. Strike-through deletions and underline changes in Adobe Acrobat by using Ctrl+E (PC) or Cmd+E (Mac).

1. What is the justification for the change(s) requested?
2. If applicable, explain how the change(s) will affect the current program outcomes and assessment mechanisms.
3. **Faculty Resources:** How will the unit provide faculty support for this change and any other impact this change may have on other current departmental listings.

4. **Educational Resources:** Will this change require additional resources not currently available (e.g. space, equipment, library, other)? YES
If yes, list additional resources needed. NO

5. If this change affects other units of the University, include a statement signed by the chairperson(s) of the affected unit(s).

6. If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and cross-listed units.

Approval signature of chairperson of originating unit

Grade Appeal Policy

[To be placed in the *TCU Student Handbook*, *TCU Handbook for Faculty & Staff*, *Graduate Catalog*, and *Undergraduate Catalog*]

Procedures for filing an Academic Appeal

The following procedures are specified for filing a formal grade appeal. Appeals of program dismissals, sanctions for academic misconduct, or other appeals of an academic nature shall follow analogous procedures beginning at the appropriate level. For example, the appeal of a program dismissal by an academic dean would begin with a discussion with the academic dean, followed directly by an appeal to the Academic Appeals Committee.

For the purposes of this policy, “academic dean” refers either to the dean of a college or to an associated dean of that same college designated by the dean to handle the relevant academic matters.

Preconditions for a Formal Grade Appeal:

In the event a student questions the appropriateness of a grade assigned for a course or the results of another critical component of a degree requirement (e.g. oral exam, juried exhibition, thesis, etc.) the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and student should be initiated by the student as soon as possible after the grade is assigned, but no later than six (6) academic days following the disclosure of the grade to the student. The faculty member is expected to respond within five (5) academic days of the initiation. If there is no response from the faculty member, the student may present the issue directly to the department chair. In the event that the faculty member(s) agrees to change the grade/decision, the normal process for changing a grade shall be followed. If the student wishes to appeal the faculty’s decision after these discussions, he or she must follow the formal grade appeals process outlined below.

Note: An academic day is defined as a school day on which TCU classes are meeting. Initiation of the discussion is any attempt to contact the faculty of record, or chair of examination committee in the case of a candidacy exam or thesis/dissertation defense, about the grade, including email or other written correspondence (recommended), personal meeting, and telephone call or message.

Formal Grade Appeal:

1. Appeal to the Department Chair or appropriate Administrator (see Dean’s office for appropriate administrator)

The student may appeal the faculty decision **in writing** to the department chair or appropriate administrator within fifteen (15) academic days of the first day of the next long semester if a satisfactory resolution is not reached in the initial discussion with the faculty. Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the dean of the college/school in which the course (or critical component) was

offered. An exception may also be granted by the Provost/Vice-Chancellor for Academic Affairs.

The department chair or appropriate administrator will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have a right to meet with the chair without the other party present. The faculty member or examination committee chair will respond **in writing** to the department chair concerning the student's appeal. At any point in the appeals process, the appealing student has the right to request and obtain copies of any materials relating to the student that have been shared with others to justify the grade or other issue under appeal.

The department chair or appropriate administrator may either accept or deny the student's appeal. The chair will notify the student and faculty member(s) of his/her decision in writing within ten (10) academic days of receiving the appeal. In the event that the department chair accepts the student's appeal, and no further appeals occur, he/she will initiate a grade change through the dean of the college.

EXCEPTIONS

If the department chair is involved in the appeal as the faculty member (or as one of the faculty members), the chair of the department advisory committee will assume the department chair's role in the appeal process. If the department does not have a department advisory committee, the chair of the school/college advisory committee will assume the department chair's role in the appeal process.

2. Appeal to the Academic Dean

The chair's position may be appealed **in writing** by the student or faculty member(s) to the appropriate dean within ten (10) academic days of the department chair's decision.

The dean will become familiar with the facts of the case by reading the prior appeal documents and by communicating with the student, faculty member(s), and the department chair. The parties have the right to meet with the dean without the other party present.

The academic dean will notify the student, faculty member(s), and the department chair of his/her decision **in writing** within ten (10) academic days of receiving the appeal. In the event the dean upholds the student's appeal and no further appeals occur, the change of grade shall be reported by the dean to the registrar's office.

EXCEPTIONS

If the dean of the college/school is involved in the appeal as the faculty member, the appropriate associate dean will assume the dean's role in the appeal process.

3. Appeal to the Academic Appeals Committee

The dean's decision may be appealed **in writing** by the student, the faculty member(s), or the department chair to the Academic Appeals Committee within ten (10) academic days of the dean's decision. The Academic Appeals Committee will follow the appeals procedures in the Academic Appeals Committee Policy, which may be obtained in full from the chair of the committee or the Provost's office.

The appeal by the student, the faculty member(s), or the department chair will be sent to the Academic Appeals Committee chair **in writing**. The material corresponding to the appeal should include a letter to the committee discussing the reason for the appeal and all pertinent documents that support the appeal. When the appeal is received, the committee chair will ask the appropriate dean for all written documents pertaining to the appeal. Once the committee chair receives the documents, he or she will convene a hearing panel and distribute the documents to the hearing panel members for review. During the review of the material, the chair may request other documents pertaining to the appeal. The chair will set a date for a hearing that will include the appropriate committee members, the student, and the faculty member(s). The chair will request that the dean or a designee be present to represent the college or school.

A hearing will take place at which time all parties will have an opportunity to discuss their case and committee members will ask questions to better understand the appeal.

The committee will confer and come to a decision on whether to support the appeal or not. All parties will be notified **in writing** of the committee's decision within ten (10) academic days of the hearing. In the event the committee upholds the student's appeal, and no further appeals occur, the chair will advise the appropriate dean to report the change of grade to the registrar's office.

4. Appeal to the Provost

The student, dean, faculty member(s), or the department chair may appeal the Academic Appeals Committee's decision to the Provost of the University **in writing** within ten (10) academic days of the committee's decision.

All questions pertaining to the appeals policy and procedures should be addressed to the Chair of the Academic Appeals Committee or the Provost's Office.

SUGGESTED REVISIONS – March 2024

Grade Appeal Policy (revised 2024)

[To be placed in the *TCU Student Handbook*, *TCU Handbook for Faculty & Staff*, *Graduate Catalog*, and *Undergraduate Catalog*]

Procedures for filing an Academic Appeal

The following procedures are specified for filing a formal grade appeal. ~~Appeals of program dismissals, sanctions for academic misconduct, or other appeals of an academic nature shall follow analogous procedures beginning at the appropriate level. For example, the appeal of a program dismissal by an academic dean would begin with a discussion with the academic dean, followed directly by an appeal to the Academic Appeals Committee.~~

~~For the purposes of this policy, “academic dean” refers either to the dean of a college or to an associated dean of that same college designated by the dean to handle the relevant academic matters.~~

Preconditions for a Formal Grade Appeal:

In the event a student questions the appropriateness of a grade assigned for a course or the results of another critical component of a degree requirement (e.g. oral exam, juried exhibition, thesis, etc.) the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and student should be initiated by the student as soon as possible after the grade is assigned, but no later than ~~six (6)~~ ten (10) academic days following the disclosure of the grade to the student. The faculty member is expected to respond with their decision within ~~five (5)~~ ten (10) academic days of the initiation. If there is no response from the faculty member, the student may present the issue directly to the department chair. ~~In the event that the faculty member(s) agrees to change the grade/decision, the normal process for changing a grade shall be followed. If the student wishes to appeal the faculty’s decision after these discussions, he or she/they~~ must follow the formal grade appeals process outlined below.

~~Note: An~~

Notes and definitions:

- For the purposes of this policy, an “academic day” is defined as a school to be any day on which TCU classes are meeting. meet during a regular long Fall or Spring semester or during summer academic sessions.
- Initiation of the discussion is any attempt to contact the faculty of record, or chair of examination committee in the case of a candidacy exam or thesis/dissertation defense, about the grade, including email or other written correspondence (recommended), personal meeting, and telephone call or message.
- -If a student does not receive a reply acknowledging receipt of an appeal letter within five (5) academic days, they may contact the next administrator to request the next stage of appeal.

- For the purposes of this policy, “academic dean” refers either to the dean of a college or school offering the course or their designee, most typically an associated dean of that same college or school designated by the dean to handle the relevant academic matters.
- “Department chair” refers to the academic administrator responsible for the unit providing the instruction in which the grade was given. In some units this may be a program director or other academic administrator. The office of the academic dean of the college or school offering the course can provide the appropriate administrator if necessary.
- Study abroad students are subject to the rules, regulations, and academic policies of the host university/program. Study abroad grades do not fall under this policy.

Formal Grade Appeal:

1. Appeal to the Department Chair ~~or appropriate Administrator (see Dean’s office for appropriate administrator)~~

~~The student may appeal the faculty decision **in writing** to the department chair or appropriate administrator within fifteen (15) academic days of the first day of the next long semester if a satisfactory resolution is not reached in the initial discussion with the faculty. Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the dean of the college/school in which the course (or critical component) was offered. An exception may also be granted by the Provost/Vice Chancellor for Academic Affairs five (5) academic days of receiving a response from the faculty member.~~

The department chair or appropriate administrator will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have a right to meet with the chair without the other party present. The faculty member or examination committee chair will respond **in writing** to the department chair concerning the student’s appeal. At any point in the appeals process, the appealing student has the right to request and obtain copies of any materials relating to the student that have been shared with others to justify the grade or other issue under appeal.

The department chair or appropriate administrator may either accept or deny the student’s appeal. The chair will notify the student and faculty member(s) of ~~his/her~~their decision in writing within ten (10) academic days of receiving the appeal. In the event that the department chair accepts the student’s appeal, and no further appeals occur, ~~he/she~~they will initiate a grade change through the dean of the college.

EXCEPTIONS

If the department chair is involved in the appeal as the faculty member (or as one of the faculty members), the chair of the department advisory committee will assume the department chair's role in the appeal process. If the department does not have a department advisory committee, the chair of the school/college advisory committee will assume the department chair's role in the appeal process.

2. Appeal to the Academic Dean

The chair's position may be appealed **in writing** by the student or faculty member(s) to the appropriate dean within ~~ten (10)~~five (5) academic days of the department chair's decision.

The dean will become familiar with the facts of the case by reading the prior appeal documents and by communicating with the student, faculty member(s), and the department chair. The parties have the right to meet with the dean without the other party present.

The academic dean will notify the student, faculty member(s), and the department chair of ~~his/her~~their decision **in writing** within ten (10) academic days of receiving the appeal. In the event the dean upholds the student's appeal and no further appeals occur, the change of grade shall be reported by the dean to the registrar's office.

EXCEPTIONS

If the dean of the college/school is involved in the appeal as the faculty member, the ~~appropriate associate dean will assume the dean's role in the appeal process.~~
student may appeal directly to the Academic Appeals Committee.

3. Appeal to the Academic Appeals Committee

The dean's decision may be appealed **in writing** by the student, the faculty member(s), or the department chair to the Academic Appeals Committee within ~~ten (10)~~five (5) academic days of the dean's decision. The Academic Appeals Committee will follow the appeals procedures in the Academic Appeals Committee Policy, which may be obtained in full from the chair of the committee or the Provost's office.

The appeal by the student, the faculty member(s), or the department chair will be sent to the Academic Appeals Committee chair **in writing**. The material corresponding to the appeal should include a letter to the committee discussing the reason for the appeal and all pertinent documents that support the appeal. When the appeal is received, the committee chair will ask the appropriate dean for all written documents pertaining to the appeal. Once the committee chair receives the documents, ~~he or she~~they will convene a hearing panel and distribute the documents to the hearing panel members ~~for review~~and, typically, to the parties to the appeal. During the review of the material, the chair may request other

documents pertaining to the appeal. The chair will set a date for a hearing that will include the appropriate committee members, the student, and the faculty member(s). The chair will request that the dean or a designee be present to represent the college or school. -Other faculty or administrators with information directly relevant to the hearing may also be invited by the committee chair.

A hearing will take place at which time all parties will have an opportunity to discuss their case and committee members will ask questions to better understand the appeal.

The committee will confer and come to a decision on whether to support the appeal or not. -All parties will be notified **in writing** of the committee's decision within ~~ten (10)~~five (5) academic days of ~~the hearing-its decision~~. In the event the committee upholds the student's appeal, ~~and no further appeals occur~~, the chair will advise the appropriate dean to report the change of grade to the registrar's office.

4. Appeal to the Provost

~~The student, dean, faculty member(s), or the department chair may appeal the Academic Appeals Committee's decision to the Provost of the University in writing within ten (10) academic days of the committee's decision.~~

~~All questions pertaining to the appeals policy and procedures should be addressed to the Chair of the Academic Appeals Committee or the Provost's Office.~~