



**COLLEGE OF HUMAN SCIENCES
GRADE APPEAL COMMITTEE**

CHARGE

The Grade Appeals Committee is utilized as a pool of members to compose a college Grade Appeals Board (the Board) pursuant to [TTU OP 34.03](#). The Board will consider grade change requests from students, both graduate and undergraduate, who have been enrolled in courses offered within the College of Human Sciences.

RESPONSIBILITIES

The Grade Appeals Committee members shall be available if called upon to serve on a college Grade Appeals Board as needed. Appointed Board members will review the material provided by the student who filed the appeal. After appropriate consultation with the persons involved, the Board will make a recommendation to the Dean. University guidelines will be followed.

MEMBERSHIP

1. Two faculty members, one graduate student, and one undergraduate student from each academic unit will be appointed annually by the department chairpersons or school director to serve on the committee to be used as a pool for board appointment as needed.
2. When an appeal is filed, a Board will be selected from the committee pool by the Assistant Dean for Student Services in compliance with TTU OP 34.03. The Board will be comprised of one voting chairperson, two additional voting faculty, and two students.
3. The Assistant Dean for Student Services will draw by lot five faculty members from the committee pool. Faculty and students from the department involved in the appeal will be excluded from the pool for the purpose of that particular appeal. Each party to the appeal may exercise one strike from the list. From those remaining after any strikes, the first three drawn will constitute the Board. The Assistant Dean for Student Services will appoint the chairperson from the three Board members.
4. The same process will be followed for the student members. Four students who are of the same classification as the student party to the appeal but different from the department involved in the appeal will be drawn by lot by the Assistant Dean for Student Services. Each party to the appeal may exercise one strike, and the two students for the Board will be the first two remaining students drawn.
5. A new Board will be selected for each appeal unless the appeal arises out of the same class, though a faculty or student representative who has served previously may be chosen again.
6. Committee members serve a one-year term and may be reappointed.



7. In the event a grade appeal is filed between the long semesters and time is of the essence, the Assistant Dean for Student Services will form an ad-hoc board utilizing committee members first, but will draw upon other faculty and students as needed.

OPERATING PROCEDURE

1. [TTU OP 34.03](#) Student Grade Appeal Procedures will be followed.
2. All appeals unable to be resolved at the department should be directed to the Assistant Dean for Student Services who will serve as the Dean's representative in conducting student grade appeals.
3. The Dean and their representative may attend hearings, but will not be present during Board deliberations.
4. Board members will examine the facts of the appeal, holding meetings as deemed necessary. Due process to all parties to the dispute will be followed.
5. It is not necessary for the parties to appear before the Board unless requested by the Board, but parties have the right to appear if they wish.
6. After careful consideration of all of the facts and application of the burden of proof set forth in TTU OP 34.03, the chairperson of the Board will submit a memo through the Assistant Dean for Student Services to the Dean with a recommendation as to whether the grade should be changed, and if so, to what other grade. The Board may also make other recommendations deemed advisable in settling each specific appeal.
7. The decision on a grade appeal is the responsibility of the dean of the college administering the course. For graduate students, the dean's decision will be forwarded to the Dean of the Graduate School for final disposition.

DOCUMENTS INCLUDED

[TTU OP 34.03 Student Grade Appeal](#)

[TTU OP 34.03 Grade Appeal Form](#)

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