

TSJC Grade Appeal Hearing Process

The Program Dean will serve as the Chairperson of the Scholastic Standards Committee. The Chairperson will outline the hearing agenda and the hearing guidelines to all parties at the beginning of the hearing. The Chairperson announces the time limits for presenters and the hearing process.

1. The Chairperson will thank everyone for attendance and participation.
2. The Chairperson will review that this is a Grade Appeal Hearing, the date, time, the names and titles of all persons in the room.
3. The Chairperson will announce the agenda for the hearing. The Chairperson will indicate that the student will present information for up to 10 minutes, and then the instructor will have the opportunity to present information for up to 10 minutes. Then the student will have the opportunity to respond for up to 5 minutes, and then the instructor will have the opportunity to respond for up to five minutes.

Parties cannot directly question the other party but may take notes or consult with any advisor present. Each party is responsible for presenting his/her own case and therefore, advisors are not permitted to speak or to participate directly in the hearing unless the student is under the age of eighteen or is incapacitated.

If additional documents that were not available for the initial communication with the instructor are introduced, it must be done during the initial presentation phase and copies must be provided to all parties.

If either party exceeds the identified time limit, the Chairperson will ask the party to wrap up their comments in order to be respectful of the process.

4. The student presents all evidence of the investigation and rationale for the grade. (10 minutes maximum)
5. The instructor presents any information pertinent to the grade or to the communication with the instructor. (10 minutes maximum)
6. Once both parties have had the initial opportunity to present information, a rebuttal period is offered to each participant with the instructor closing the presentation portion of the hearing. The student will respond first, the instructor last. (5 minutes maximum each party)
7. The Chairperson will ask the panel members if they have any questions.
8. Panel members may ask either party clarification question(s).
9. Chairperson will thank everyone for their participation in the process and announce the timeline and next steps in the process. The Chairperson will issue the Hearing Decision

within seven (7) working days of the close of the hearing and it shall become final unless a petition for review is filed as outlined in the TSJC Student Handbook. The Chairperson will confirm the address of the student for where the notice is to be sent.

10. The Chairperson will note the time, indicate that the hearing has concluded, and dismiss the instructor and student.

11. The Chairperson will maintain a copy of any/all materials presented at the hearing that will become part of the hearing record.

The Scholastic Standards Committee shall make its findings and determinations in a closed meeting out of the presence of the Chief Academic Officer, instructor and student. The Chairperson will provide written notice of the decision to the Academic Officer. The decision shall be issued within seven (7) working days of the close of the hearing and it shall become final unless a petition for review is filed. The Committee may recommend a modified grade, uphold the grade awarded or recommend an incomplete, given the student performance in the course.

The student may file a petition for review, submitted in writing to the Chief Academic Officer, within seven (7) working days after the notification of the appeal decision. The Academic Officer will review all materials and present a determination to the instructor/student within seven (7) working days.

If the CAO determines that a material procedural or substantive error occurred, it may return the complaint to the Scholastic Standards Committee or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the Committee or in cases of bias, the CAO may order a new hearing be held by a different Scholastic Standards Committee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals. If the CAO determines that new evidence should be considered, it will return the complaint to the Committee Chairperson to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment pursuant to SP 4-31a, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CAO, designee, or Title IX/EO Coordinator is not appealable.