

### ***Grade Reports***

Students may acquire their mid-term and final grades via the WEB through <http://panthertracks.pvamu.edu>. Mid-term grades are progress reports and are not recorded on the student's permanent record. Final grades are recorded on the student's permanent record at the close of each semester and summer term. If an error in the recording of grades is suspected, the student should report this immediately to the instructor, department head, or dean for verification and correction, if appropriate.

### ***Grading/Class Related Appeals***

Generally, student complaints about grades or other class related performance assessments can be addressed by the instructor of record and the student. When that cannot be achieved, the student may have his/her complaint addressed by the procedure outlined below. Faculty, other classroom professionals, and students' rights are to be protected and their human dignity respected. Grading and other class related complaints are to be filed initially within thirty days following the alleged precipitating action on which the complaint is based. Except where extenuating circumstances render it unreasonable, the outcome of a complaint that reaches the level of department head or program director in architecture and construction science (exception Dean of Architecture and of Nursing) will be reviewed within thirty days and a written notification of outcome will be provided to the student. Where a complaint must be reviewed at each level, the entire process should be completed within ninety days of receipt of the complaint.

In those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by following the procedure listed and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint:

1. The student should meet with the instructor of record, preferably during his/her office hours, to present the grievance and any supporting documentation that the grade or outcome of a class related concern should have been different.
2. If the instructor is no longer at the university or if the subject of the grievance arises when faculty are not expected to be on duty for a week or more, the student should report to his or her advisor or the absent faculty member's immediate supervisor (department head, or program director in architecture and construction science if in School of Architecture or College of Nursing).
3. If the issue is not resolved at the faculty level and the student wishes to pursue the issue beyond the instructor, he/she should meet with his/her academic advisor even if the grade or other issue is not in the department, division, school, or college in which the student's class is being offered. The advisor will intervene appropriately, but if unable to negotiate an agreement between the student and his/her instructor, will direct the student to follow each level of the appeals procedures items 4 through 10 below.

4. If no agreement can be reached following discussion among the advisor, the student, and the instructor, the student should write a letter to the instructor's immediate supervisor. In the School of Architecture; or School of Nursing, the Dean should be contacted; in all other colleges the immediate supervisor of faculty, teaching assistants, laboratory assistants and other classroom professionals is the department or division head. The letter or form should present the grievance, the rationale for it, and the remedy sought. The letter or form should be sent at least one week prior to the student's scheduled appointment to meet with the instructor's immediate supervisor.
5. If the instructor's immediate supervisor cannot resolve the issue to the student's satisfaction and the student wishes to pursue the matter, the instructor's immediate supervisor will refer the matter to a three to five person faculty appeals panel, one of whom must be a part-time faculty person if part-time faculty members are employed in the department, school or college. The panel will review the grievance and make a recommendation to the instructor's immediate supervisor.
6. If no agreement is reached and the student decides to appeal the matter further, he/she should send a letter or any published form used for this purpose to the person above the instructor's immediate supervisor.
7. If the student believes that the decision of the highest official in the College or School, the dean, deserves further review due to flaws in the previous reviews or due to his/her having information of such nature as to potentially impact the outcome, the student should provide a written request for review to the Provost and Senior Vice President for Academic Affairs, who will employ a review process appropriate to the situation and notify the dean of the outcome. The Dean will then notify the student of the outcome. A decision that has reached review by the Admissions and Academic Standards Committee is final.
8. Grading and other class related academic issues are referred in writing to the Office of the President only in instances where a preponderance of the evidence reveals that a student's Constitutional rights or human dignity may have been violated. The Provost and Senior Vice President for Academic Affairs will transmit to the President the entire record of reviews conducted at each level if requested by the President following his/her receipt of the student's written appeal. The President will employ a review process appropriate to the matter presented and notify the Provost and Senior Vice President for Academic Affairs and dean of the outcome. The Dean will then notify the student of the outcome.
9. If the class related complaint is related to issues including but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy or University regulations, the student may select one of the following options:  
Option A: Report the incident, in writing, to the instructor's or other classroom professional's immediate supervisor (department head, division head, or dean).  
Option B: Report the incident, in writing, to the Director of Human Resources in Room 122 W.R. Banks Building or to the Provost and Senior Vice President for Academic Affairs in Room 214 A.I. Thomas Building.

10. If the class related complaint involves another student(s) and is related to issues including, but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy, or University regulations, the student should report the incident to the Office of the Vice President for Student and Enrollment Services.

#### ***Limitations on Course Withdrawals***

Effective September 1, 2007, institution of higher education may not permit a student to drop more than six courses, including any course dropped at another institution of higher education. For specific details to this rule refer to the following web address: <http://www.pvamu.edu/pages/4702.asp>. (*Enacted by the 80<sup>th</sup> Legislative Session of the State of Texas - SB 1231*)

#### ***Course Changes and Withdrawals***

Course changes and withdrawals are accepted only as designated in the academic calendar. All such changes in registration require the approval of the student's advisor and/or dean. No change in registration is complete until filed with the Office of the Registrar for recording. A student who wishes to withdraw from a course other than an undergraduate pre-college developmental course (reading, writing, mathematics, study skills), but whose advisor, Department Head, or Dean will not approve may appeal to the Provost and Senior Vice President for Academic Affairs.

#### ***Voluntary Withdrawal from a Course***

1. A student may withdraw from a course before the Change of Program Period ends without having the course recorded on his/her permanent record.
2. Withdrawal from a course will be allowed until two weeks after mid-term examinations period during the fall and spring semesters, and one week before the date of the final examination during a summer term. No Withdrawal from a course will be allowed after that point. Withdrawals must be approved by the advisor/department head/dean.
3. The student is automatically assigned a grade of "W" to indicate a course withdrawal. The "W" will not be calculated in the GPA.
4. Withdrawals from courses may affect housing, graduation, financial aid, membership in organizations or other opportunities.