



House of Student Representatives
Student Academic Policy Essentials Document
Texas Christian University

- I. Final Evaluative Exercise Policy:** The schedule for final examinations is to be followed. No final examination may be given before the beginning of the final examination period.

- II. Rescheduling of Finals:** There are 3 permissible reasons for finals to be rescheduled
 - A. Graduating seniors who have exams beginning at 3:00 p.m. or later on the Wednesday of Finals Week must reschedule to an earlier time. Study days and the Saturday prior to Finals Week are available for faculty to reschedule final exams for graduating students.
 - B. Students with more than two finals in a 24-hour period, the student can arrange to take one of the exams at another time. The student shall determine which final examination is to be rescheduled to a time mutually agreeable to the student and the faculty member. Rescheduling arrangements must be made one week prior to the last day of classes and must be taken during final examination week.
 - C. Students for whom a final examination conflicts with a major religious holiday or custom, in the first two weeks of the semester, notify faculty or staff of their intention to be absent from class or event, as required in the TCU Religious Holiday Policy, may reschedule a final exam if it compromises their ability to fully celebrate a religious holiday.

- III. Grade Appeal Policy:** There is a four-step appeal process to be followed for grade appeals, starting with a faculty member and escalating to the provost if necessary.
 - A. Refer to the TCU Grade Appeal process [here](#)
 - B. If a student questions the appropriateness of a grade or the outcome of a critical component of a degree requirement (e.g., oral exam, juried exhibition, thesis):
 1. The student must first discuss the matter with the faculty member(s) responsible.
 2. Discussions should be initiated by the student promptly after the grade is assigned and no later than ten academic days into the next long semester.
 3. Faculty members are expected to respond within ten academic days after the student initiates contact.
 - C. Escalation in Absence of Faculty Response
 1. If the faculty member does not respond within the given timeframe, the student has the right to bring the issue directly to the department chair.
 - D. Process for Grade/Decision Change



1. If the faculty member(s) agrees to change the grade or decision, the standard grade change process will be followed.

E. Appeal of Faculty Decision

1. Should the student wish to contest the faculty's decision, they must follow the formal grade appeals process as outlined below.

F. Definitions and Process Details

1. Academic Day: A day on which TCU classes are in session.
2. Initiating Contact: Includes any attempt to reach the faculty of record, such as:
 - a) Email (recommended), written correspondence, personal meetings, telephone calls, or messages.

IV. Office Hours: In addition to regular classroom and laboratory hours, all faculty members should be available for consultation at regularly scheduled office hours, in person, online, or both. This schedule should be arranged after consultation with the dean or department head, and the office hours should be clearly posted for the aid of students.

V. Syllabus Distribution Policy: Students in each course taught at Texas Christian University must be provided a syllabus no later than the first official meeting date of a course via the learning management system (LMS), TCU Online.

VI. Digital Syllabus Policy: Students must receive their syllabus digitally through the learning management system, TCU Online. In addition to the required digital syllabus, professors may provide their students with other forms of the syllabus, including in-class physical handouts.

VII. Independent Study Protocol Policy:

- A. Credit-bearing courses at TCU must be approved by the school or college curriculum committee and the TCU Undergraduate Council or TCU Graduate Council.
- B. On occasion, a credit-bearing course may be offered experimentally to allow faculty to refine the course content and approach before submitting it for formal approval. In these cases, approval from the academic dean is required and may not be given for more than two semesters.
- C. Courses taught as Special Problems, Special Projects, Independent Study, or Directed Study may be offered without Curriculum Committee and Council approval if no more than three students are enrolled.



- VIII. No Homework Over University Recognized Breaks Policy:** Coursework should not be due during University breaks. From when classes recess to when they resume, as defined by the University Registrar, faculty should not expect students to work on nor submit coursework. This does not apply to continuing work on existing long-term projects, completing make-up work or work related to Incomplete (I) grades, and maintaining knowledge of material and skills.
- IX. Grading and Grade Rosters Policy:** Faculty members are expected to report “Unsatisfactory Progress Reports” for students at mid-semester to ensure that all students are aware of their class standing by mid-semester
- X. Official Absence Policy:** When a student misses class for any reason other than an Official University Absence, the student is expected to follow the instructor’s policy as stated in the course syllabus. Syllabi must not solicit nor require students to submit medical documentation as a condition for deciding to acknowledge an absence as excused or for any other purpose.
- A. The Dean of Students Office will work with a student regarding an emergency or ongoing personal concerns affecting the student’s academic performance and/or attendance, the Dean of Students Office will notify the student’s faculty by email or telephone. The Dean’ of Students Office will collect the appropriate documentation to verify the nature of an absence. If the cause of the absence is a serious illness, catastrophic accident, or family emergency, each instructor should assist the student to make up for any missed work. Time lost through such absences should not prejudice class standing.