2505 – Grade Revocation

Academic integrity rests with all members of the college community and academic decisions are based upon trust between faculty and students. The college's award of academic credit for coursework is its certification of student achievement. If students acquire credit for coursework by deceit, fraud, misrepresentation, or any act of academic dishonesty, they deceive not only the college community, but also those who may eventually rely upon the knowledge and integrity of the transcript. Such misconduct may not be discovered until after the course has concluded and the grade(s) posted, or the student has left the college. In such instances, the college reserves the right to revoke the grade(s) and/or certification(s) that warrant that the student successfully completed the course work. Decisions to take such actions will be made only after careful consideration of all the available evidence.

1. Upon receipt of a charge that a grade was received improperly, the Chief Academic Officer shall appoint an investigatory panel consisting of at least three faculty members. The panel shall determine if there is reasonable cause to believe the charges against the recipient of the grade.

    A. The recipient of the grade shall be notified of the investigation.
    B. The recipient of the grade shall be afforded 30 days from notification of the investigation to supply any material appropriate to the charge and such material shall be provided to the panel.
    C. The panel may obtain any material deemed relevant to the investigation. All college departments and offices shall cooperate with the panel.
    D. The investigation shall be conducted in a confidential manner.
    E. The panel shall file a report and a recommendation with the Chief Academic Officer.

2. If the Chief Academic Officer, after reviewing the report of the investigatory panel, finds that there is reasonable cause to believe that the recipient of the grade received the grade as a result of any act of academic dishonesty, the Chief Academic Officer shall notify the President and request that a hearing be conducted.

    A. Upon receipt of such notification from the Chief Academic Officer, the President shall convene an ad hoc hearing panel to consider the case. The panel shall be composed of three tenured faculty members. Tenured faculty who hold administrative appointments shall not be members of the panel.
    B. The panel shall be charged by the President to hear the case and determine whether the recipient of the grade received such credit as a result of any act of academic dishonesty.
    C. The panel members will select a hearing officer who shall correspond with the recipient of the grade and direct the proceedings hearing. The panel will also entertain written requests to excuse panel members at this time.
    D. The panel will set a hearing date, providing at least 30 days notice of the hearing to the recipient of the grade. At this time, the college will also provide the recipient of the grade with the names of the panel members. Both the recipient of the grade and college shall exchange copies of all documents to be introduced at the hearing at least 15 days prior to the hearing.

E. The recipient of the grade shall have the right to have an advisor present, who may be an attorney, to participate in the hearing. Any cost required shall be the responsibility of the student. In the event that the recipient of the grade is represented by an advisor, the college may also be represented by counsel who may also participate in the hearing.
F. The formal rules of evidence shall not apply to the proceedings. Any participant who becomes disruptive or engages in harassment may be asked to leave the hearing.
G. The panel, at its discretion, may conduct a pre-hearing conference with the recipient of the grade. He/she may be accompanied by an advisor.
H. The Chief Academic Officer shall present the charge at the hearing, including the material considered by the investigatory panel.
I. The recipient of the grade shall be afforded an opportunity to present any and all relevant evidence, including relevant witnesses and cross-examine any witnesses presented by the Chief Academic Officer. The panel members may question the witnesses. Opening and closing statements in this order will be allowed: the Chief Academic Officer, the college's legal counsel, the recipient of the grade and/or the advisor.
J. The panel will provide for the hearing to be recorded by tape recorder or stenographer. A copy of the recording shall be provided to the recipient of the grade or the advisor at his/her own cost upon request.
K. After hearing the case, the panel shall render a decision regarding the allegation.
   If the panel finds by the greater weight of the evidence that the recipient of the grade engaged in any act of academic dishonesty in the context of the course for which credit was received the panel shall recommend an appropriate sanction to the President.
L. Sanctions may include revocation of grade(s) and/or the application of an "XF" grade.

3. If the panel finds against the grade recipient, the grade recipient may file an appeal to the Chief Academic Officer within 15 days of the panel's decision.

   A. Appeals must be in writing. The members of the hearing panel will be afforded an opportunity to respond to the appeal in writing. A copy of the response will be made available to the recipient of the grade.
   B. The only grounds for appeal are errors of due process, findings of fact not supported by the greater weight of the evidence, or discovery of substantial new facts not available at the time of the hearing.
   C. The Chief Academic Officer shall consider the appeal prior to acting upon the recommendation of the hearing panel. If no appeal is made or if the appeal is denied, he/she shall then act upon the panel's findings and recommendation.
   D. In reaching a decision, the Chief Academic Officer may review all or any part of the proceedings and shall then forward his/her decision to the President.

4. If the Chief Academic Officer determines that grade revocation or any other sanction is warranted, the grade recipient's official transcript will be corrected to reflect the sanction. A corrected transcript will be forwarded to all individuals and entities who were sent an official transcript after the grade was initially posted to

the transcript.

5. If at any time during the proceedings the responsible body or person finds in favor of the grade recipient, the charges will be dropped and no further record shall be made. All documents collected in reference to the charges will be placed in a sealed file in the office of the President.

6. If a grade is revoked for a course that was required for graduation, the matter shall automatically be referred to a hearing panel that shall consider the matter according to the Degree Revocation Process.

7. Based on the circumstances, the Grade Revocation Policy and the Degree Revocation Policy may proceed concurrently.

(Based on policy 1505; revised and approved by President on 11/16/07 (with permission of the University of Houston.)