

2.13 Fire Evacuation

Fire exits are posted on each floor of all campuses, and evacuation procedures are posted in every classroom. If there are questions, please ask a staff or faculty member.

CCCCD@Allen: A siren and blinking lights will signify that everyone must evacuate the building.

Central Park Campus and Courtyard Center: A continuous ringing of the emergency alarm bell or tone signifies that everyone must evacuate the building.

Preston Ridge Campus: An alarm horn will sound and alarm lights will flash to signify that everyone must evacuate the building. Verbal authorization will be given to return to the building.

Spring Creek Campus: Emergency messages will be transmitted orally via a public address system to notify people of emergencies or to evacuate the building.

In each case, students should leave the building in a timely manner by the marked exits, unless otherwise instructed, and move as far away from the building as possible. Upon hearing two rings of the emergency alarm bell or receiving verbal authorization from an administrator in charge, students should return to classes quickly and quietly.

2.14 Freedom from Capricious Grading

Students have a right to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should next consult the dean of the appropriate academic division. Generally speaking, grade appeals of any type may be instituted no later than one calendar year after receiving the grade. An allegation of capricious grading, however, should be handled according to the Grade Appeals Procedure outlined in Section 2.15.

2.15 Grade Appeals Procedure

The following procedure is available only for review of alleged capricious grading and not for review of the judgment of a professor in assessing the quality of a student's work.

Capricious Grading

As the term is used herein, is limited to one or more of the following:

- A. the assignment of a grade to a student on some basis other than performance in the course;
- B. the assignment of a grade to a student by more exacting or demanding standards than were applied to other students in that course; and/or
- C. the assignment of a grade by a substantial departure from the professor's standards announced during the first part of the term.

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of college faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at Collin County Community College District and the integrity of degrees conferred by the college that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any course grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced guidelines. These guidelines should be announced in each class within the first week of the semester.

At any time, a student may seek the counsel of a designated college representative regarding the procedure for appealing alleged capricious grades or the merits of a particular case.

Seeking Clarification of Capricious Grading

A student who believes a term grade is capricious may seek clarification, and where appropriate, redress as follows:

- A. The student shall confer with the professor, inform the professor of questions concerning the grade and seek to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the division dean shall appoint the discipline coordinator (or designee) to act for the professor.
- B. If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate instructional dean. The dean shall consult and

advise with both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.

- C. If steps (A) or (B) above do not resolve the problem, the student may submit a petition in writing to the Grade Appeals Task Force. This petition must be submitted to the chairperson of the Grade Appeals Task Force. Generally, the appeal should be submitted no later than the end of the fourth week of the semester following that for which the grade is being appealed, excluding the summer terms. The statute of limitations for a grade appeal shall be one calendar year from the semester following that for which the grade is being appealed.

Petitioning for a Grade Appeal Hearing

The petition should be written to:

- A. request a hearing with the task force;
- B. present evidence allegedly proving that the grade is capricious as defined above; and
- C. present the student's conclusions.

The Grade Appeals Task Force will then meet with the professor to determine the professor's position. On the basis of the student's petition, the professor's response, and interviews by the chairperson of the Grade Appeals Task Force with the student and the professor, the task force will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

Decision of the Grade Appeals Task Force

The task force will make one of these decisions:

- A. that the grade was not assigned capriciously and the grade will stand as assigned; or
- B. that the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the task force may then arrange for the professor (or designee) or a group of two departmental/program colleagues to re-examine all the evidence of the student's work. The task force will, as a result of this further consideration, recommend to the appropriate vice president a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the Vice President of Academic Affairs (or designee) for signature, then forwarded to the registrar.

If the decision is that the grade will remain as assigned, the student will be notified in writing of that decision. The decision of the task force will be final. In summary:

- A. At all points of the decision, the student, the professor, the dean, and any parties involved will be notified promptly and no later than one week after each decision has been reached.
- B. If the grade is changed, the Grade Change Form will be completed by the appropriate vice president and submitted to the registrar for processing. A copy of the final Grade Change Form will be distributed to the professor (or designee), the dean, the chairperson of the Grade Appeals Task Force, and other appropriate parties.
- C. In accordance with college personnel procedures, no decision of the Grade Appeals Task Force, by itself, will be a basis for disciplinary action against a professor.
- D. Students having a grievance with other academic or classroom related problems should first consult the professor. If the grievance is not resolved, the student should contact the appropriate division dean. If the matter is still not resolved, the student may appeal to the appropriate vice president. In certain instances, the problem may be handled best through other procedures; therefore, a referral for assistance may be made to another office or to a task force (e.g., Human Relations Task Force, etc.).

2.16 Guarantee for Job Competency

Detailed information regarding this policy may be found under this heading in the current CCCCD catalog.

2.17 Health Information

CCCCD is dedicated to the total well-being of its students. Health fairs, alcohol and drug awareness programs, aerobic and other fitness courses are geared towards student wellness.

AIDS Information

CCCCD has adopted the *HIV/AIDS Model Workplace Guidelines* approved by the Texas Board of Health. These guidelines, the college's AIDS policy, and a brochure entitled *AIDS, The Workplace*, are available upon request from Counseling Services. Confidentiality of these requests will be honored.