MGT 301 - The Legal Environment of Business
COURSE SYLLABUS: SPRING 2026

INSTRUCTOR INFORMATION

Instructor: CHAD CRUMBAKER, J.D.
Office Location:
Office Hours: By Appointment Remote – email, text, call
Office Phone: 304-804-3730 – text or call
Office Fax:
University Email Address: chad.crumbaker@etamu.edu
Preferred Form of Communication: email first, text second
Communication Response Time: ASAP within 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: Terence Lau and Lisa Johnson, *The Legal and Ethical Environment of Business*, Version 5.0, (FlatWorld 2023) ISBN 978-1-4533-3997-8.

For identified topics we will also use Melissa Randall, *Fundamentals of Business Law* (2020) licensed under a Creative Commons Attribution 4.0 International License. Available at https://pressbooks.pub/introductiontobusinesslaw/front-matter/introduction/. **Will be noted in the syllabus and D2L as "ALT Text".**

Software Required: None
Optional Texts and/or Materials: None at outset; may be indicated as course unfolds.

Course Description

A. **COURSE DESCRIPTION:** This course is a study of the legal environment of business including elements of tort and contract law, product liability, employment law and discrimination, consumer law, and the basics of the legal system, including ethics and foreign and international law.

The *syllabus/schedule are subject to change.*

B. COURSE MISSION

1. To provide an overview of the basics of the legal system, both nationally and internationally.
2. To develop skills in working with legal materials and understanding the language of the law.
3. To provide a general understanding of the major legal issues that impact the business environment, both nationally and internationally.
4. To provide knowledge of specific basic laws which affect business structure and finance.

Student Learning Outcomes

EXPECTED STUDENT COMPETENCIES TO BE ACHIEVED IN THIS COURSE.
These are set out in the following statements:

a. Demonstrate knowledge of the legal environment of business by an understanding of the role, nature and sources of law; the courts and alternatives for dispute resolution; international law; and the differentiation of civil and criminal law.
b. Demonstrate an understanding of federal and state regulatory laws affecting business including administrative law; the commerce clause of the Constitution; intellectual property laws; consumer protection laws; employment laws; environmental laws; business competition laws; and discrimination laws.
c. Demonstrate an understanding of the elements of contracts, breach of performance and remedies, and E-Commerce issues.
d. Demonstrate the ability to define tort law; understand common torts; and explain liabilities and remedies for the breach thereof.
e. Demonstrate the process of legal research and preparing a case brief.

Student understanding of the foregoing concepts will be tested throughout the course, viz.:
a. *Demonstrate knowledge of the legal environment of business by an understanding of the role, nature and sources of law; the courts and alternatives for dispute resolution; international law; and the differentiation of civil and criminal law.*

1. What are the major legal philosophies that have influenced the American legal system?
2. Define the doctrine of *stare decisis*.
3. Understand basic ethical systems, how they differ, and how they impact the law.
4. Understand the process of negotiation, mediation and arbitration.
5. Compare and contrast the function of trial courts and appellate courts.
6. What is the doctrine of sovereign immunity?
7. What are the most common risks of criminal liability faced by business people.

b. *Demonstrate an understanding of federal and state regulatory laws affecting business including administrative law; the commerce clause of the Constitution; intellectual property laws; consumer protection laws; employment laws; environmental laws; business competition laws; and discrimination laws.*

1. Explain the federal government's authority to regulate interstate commerce.
2. Know the major laws that protect employees in the workplace.
3. Know the protected categories under Title VII.
4. Understand the types of sexual harassment and how an organization can bring itself into compliance with the law.
5. Know an organization's obligations to the disabled under the ADA.
6. Name three unfair and deceptive practices that violate Section 5 of the Federal Trade Commission Act.

c. *Demonstrate an understanding of the elements of contracts, breach of performance and remedies, and E-Commerce issues.*

1. Know the four essential elements to make a contract enforceable.
2. Know the difference between compensatory, consequential, punitive and nominal damages.

d. *Demonstrate the ability to define tort law; understand common torts; and explain liabilities and remedies for the breach thereof.*

1. Know the essential factors necessary for a valid negligence claim.
2. Name and describe the two types of defamation.
3. Understand the concept and practice of strict liability

e. *Student understanding of the process of legal research will be assessed through research and drafting assignments..*

NOTE: Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, please contact the office of Advisement Services, BA 314, (903)886-5133.

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student's Guide Book, Policies and Procedures, conduct).

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must be proficient with basic computer skills and with a word processor, presentation software and use of library database for legal research.

Instructional Methods

This course will use the D2L platform for dissemination of materials, lecture notes, presentations, class discussions, quizzes, exams and course assignments.

The *syllabus/schedule are subject to change.*

Student Responsibilities or Tips for Success in the Course

To succeed in this course, consider the following suggestions:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
- Familiarize yourself with the D2L learning system environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.
- If you are not familiar with Web-based learning be sure to review the processes for posting responses online and submitting assignments.
- To stay on track throughout the course, begin each week by consulting the Syllabus. The Syllabus provides an overview of the course and indicates due dates for submitting assignments, posting discussions, and taking quizzes and examinations.
- Check Announcements regularly for new course information.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%	Module Quizzes = 10 points x 12 = 120 points
B = 80%-89%	Exams and Final = 100 points x 4 = 400 points
C = 70%-79%	Legal Research Assignments = 50 points x 4 = 200 points
D = 60%-69%	Discussions/Class Participation = 120 points
F = 59% or Below	Participation/Engagement = 10 points
	Total Points = 850

Assessments

1. Readings as assigned.
2. Module quizzes – 10 point each x 12 modules = 120 points total
3. Three examinations and a final – 100 points each x 4 exams = 400 points total. The final will not be comprehensive. Normally there will be no make-up exams.
4. Legal Research Assignments – 50 points each x 10 assignments = 200 points total.
5. Class Discussion is required = 120 points total. Each student is required to make at least one thoughtful discussion post for each module and are due at no later than the end of the week of each module. This is the class

participation component of the grade. **See the Grading Rubric for discussions in D2L.** As a general guideline, your grade on this portion will be a function of the quality, quantity, timeliness and consistency of your posts (including your original posts and your replies to other posts) on the bulletin board. Please note the deadline for discussion board participation in the course schedule in D2L. Please also note that heavy activity during the last few days cannot compensate for a lack of participation during the term. Plan to participate throughout the course.

6. For completing all assignments in this course you will receive 10 points for Participation and Engagement.

COURSE OUTLINE / CALENDAR

OUTLINE OF COURSE. This outline as to dates and assignments is tentative. It assumes the material will be covered at maximum speed. Exams, however, will be given as scheduled, and will cover material that has been covered in the text, in class, in discussions, in lecture notes and in power point presentations preceding each exam.

Date Open	Subject	Assignment
Jan 12 / Jan 18	Introduction to law and the course, The Legal Environment of Business and Court, and the Court System	Chapters 1 and 2 Discussion and Quiz
Jan 19 / Jan 25	Constitutional Law	Chapter 5 Discussion and Quiz
Jan 26 / Feb 1	Alternative Dispute Resolution and Administrative Law	Chapter 4 and ALT Text 7 Discussion and Quiz
Feb 2 / Feb 8	Exam I (Chapters 1, 2, 5, 4, and ALT Text 7)	**Legal Research Assignment #1**
Feb 9 / Feb 15	Business in a Global Legal Environment	Chapter 13 Discussion and Quiz
Feb 16 / Feb 22	Torts	Chapter 7 Discussion and Quiz
Feb 23 / Mar 1	Antitrust Law and Promoting Competition	ALT Text 19 Discussion and Quiz
Mar 2 / Mar 8	Criminal Law	Chapter 10 Discussion and Quiz
Mar 9 / Mar 15	**SPRING BREAK**	
Mar 16 / Mar 22	Exam II (Chapters 13, 7, 10, and ALT Text 19)	**Legal Research Assignment #2**
Mar 23 / Mar 29	Contracts	Chapter 6 Discussion and Quiz

The *syllabus/schedule are subject to change.*

Mar 30 / Apr 5	Property and Intellectual Property	Chapters 8 and 9 Discussion and Quiz
Apr 6 / Apr 12	Business Organizations	Chapter 11 Discussion and Quiz
Apr 13 / Apr 19	Exam III (Chapters 6, 8, 9, and 11)	**Legal Research Assignment #3**
Apr 20 / Apr 26	Employment Law and Agency	Chapter 12 and ALT Text 13 Discussion and Quiz
Apr 27 / May 3	Consumer Law	Chapter 20 Discussion and Quiz
May 2 / May 8	**FINAL EXAM** (Chapters 12, 20, and ALT Text 13)	**Legal Research Assignment #4**

There are assignments due each week in this course, pay attention to the course calendar.

Make-up, missed, or late work

Make-up exams or late assignments are generally NOT accepted in this course. In the event you will miss an exam or would need an extension on an assignment, you must contact me PRIOR to the scheduled due date. For extensions on assignments, you must submit by email, PRIOR to the due date, a request for the extension, a draft of your current work on the assignment (this component is not required for exams or quizzes), and a proposal for when the assignment will be completed. I will review the request and determine if an extension is warranted. Requests submitted after a due date will NOT be accepted. Make-up activities may differ from the original and will be developed at my discretion.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

STUDENT RESPONSIBILITIES FOR COURSE

CWID and Password

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Technology-Related Issues

Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

The *syllabus/schedule are subject to change.*

Minimum Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the Learning Management System Requirements Webpage.
- Learn more on the LMS Browser Support Webpage.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the Brightspace Support Webpage.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line including short title of subject
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no "text" emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

ETAMU Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03

Undergraduate Student Academic Dishonesty Form

Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10

Graduate Student Academic Dishonesty Form

Use of Artificial Intelligence

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

The *syllabus/schedule are subject to change.*

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu
Website: Office of Student Disability Services

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

The *syllabus/schedule are subject to change.*

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

Protocol and Grading Rubric for Discussion Posts.

Discussion postings must demonstrate an observable understanding of the cases being discussed. The understanding will be at the critical legal thinking level. Discussion postings should be a minimum of one short paragraph and a maximum of two paragraphs. Postings should be evenly made during the discussion period (not concentrated all on one day or at the beginning and/or end of the period) with 4 postings being the target. Avoid postings that are limited to "I agree" or "great idea" etc. If you agree (or disagree) with the case or a posting of another student please expound as to why you agree or disagree supporting your assertion with concepts from the case or chapter or by bringing in a related example or experience. Try to use quotes from the cases or the chapter to support your posting using page numbers to cite your quotes. Build on the postings of others to create threads. Bring in related prior knowledge (work experience, readings, family experiences, etc.) Use proper etiquette (language, typing, etc.)

Grading Rubric for Discussion Posts

Criteria	2 (Exceeds Expectations)	1.5 (Meets Expectations)	1 (Does Not Meet Expectations)
Initial Posting	Posting is well developed that fully addresses and develops all aspects and concepts	Posting is adequately developed and addresses most aspects of the case; lacks full development of concepts	No posting; or copies the post of another; or does not demonstrate an understanding
Frequency	Participates 4 or more times throughout the week	Participates 2-3 times throughout the week	Participates not at all; or copies the post of another
Follow-Up Posting	Demonstrates analysis of other's postings; extends meaningful discussion by building on previous postings	Elaborates on an existing posting without further comment or observation or does not enrich discussion	Posts no follow-up responses to others; or copies the post of another; or merely agrees or disagrees
Content Contribution	Posts factually correct, reflective and substantive contribution; invites and advances discussion	Repeats facts of case; lacks full development of concept or thought; or does not add substantive information to discussion	No post or posts information that is off-topic, incorrect, or irrelevant to discussion; or copies the post of another
Clarity & Mechanics	Contributes to discussion with clear, concise comments formatted in an easy to read style that is free of grammatical or spelling errors	Contributes information to discussion with minor clarity or mechanics errors	No post or posts long, unorganized or rude content that may contain multiple errors or may be inappropriate; or copies the post of another

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COURSE GRADING RUBRIC

Criteria (Course Objectives)	**3 (Exceeds Expectations)**	**2 (Meets Expectations)**	**1 (Does Not Meet Expectations)**
Demonstrate knowledge of legal environment of business by an understanding of the role, nature	Student demonstrates mastery in	Student demonstrates knowledge of and	Student does not demonstrate any

and sources of law; courts and alternatives for dispute resolution; international law; and the differentiation of civil and criminal law.	knowledge and understanding of all aspects.	understanding of most aspects.	knowledge or understanding.
Demonstrate an understanding of federal and state regulatory laws affecting business including administrative law, the commerce clause of the Constitution, intellectual property laws, consumer protection laws, employment laws, environmental laws, business completion laws and discrimination laws.	Student demonstrates mastery in knowledge and understanding of all aspects.	Student demonstrates knowledge of and understanding of most aspects.	Student does not demonstrate any knowledge or understanding.
Demonstrate an understanding of the elements of contracts, breach of performance and remedies and E-Commerce issues.	Student demonstrates mastery in knowledge and understanding of all aspects.	Student demonstrates knowledge of and understanding of most aspects.	Student does not demonstrate any knowledge or understanding.
Demonstrate the ability to define tort law and understand common torts and explain liabilities and remedies.	Student demonstrates mastery in knowledge and understanding of all aspects.	Student demonstrates knowledge of and understanding of most aspects.	Student does not demonstrate any knowledge or understanding.
Demonstrate the process of researching and preparing a case brief	Student demonstrates mastery in knowledge and understanding of all aspects of the process.	Student demonstrates knowledge of and understanding of most aspects of the process.	Student does not demonstrate any knowledge or understanding of the process.

East Texas A&M University
College of Business
Academic Dishonesty Policy

Statement of Ethical and Professional Conduct:

The College of Business at East Texas A&M University faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be

recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

The Academic Dishonesty Policy of the Accounting Department is governed by the following university procedures: 13.99.99.R0.03 Undergraduate Academic Dishonesty and 13.99.99.R0.10 Graduate Student Academic Dishonesty. You may read the procedure in its entirety from the University's website.

Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance, and has not been specifically approved in advance by the instructor.

COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

FORGERY: Making a fictitious document, or altering an existing document, with the intent to deceive or gain advantage.

MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

SPECIAL NOTE REGARDING GROUP PROJECTS: If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to document clearly who contributes what parts to the joint project, to know what group members are doing, and how they are acquiring the material they provide.

VIOLATION OF DEPARTMENTAL OR COLLEGE RULES: Students may not violate any departmental or college rule relating to academic matters.

Sanctions:

If a student is accused of academic dishonesty, the faculty or staff member making the allegation will use East Texas A&M University and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.
First Offenses:

- The most common penalty imposed by a faculty member for a first violation is an "*F*" in the course. Less severe penalties may be imposed if the circumstances warrant. Examples of lesser penalties include:
- A grade reduction for the course;
- A zero on the assignment;
- A requirement to participate in extra requirements or training;
- Some combination of these.

A second offense may result in separation (suspension or expulsion) from the University.

Procedures:

Once a charge of academic dishonesty has been made, the student may not drop the class until the academic dishonesty process has been completed. If a student withdraws from the University while a charge of academic dishonesty is pending, he/she will be blocked from re-enrolling until the matter is resolved using this procedure.

If the Dean of Graduate Studies or Provost Office informs the faculty or staff member that the incident is a first offense, and the student accepts responsibility for the charge, and the student and faculty or staff member agree on the penalty, assessment of the penalty concludes the disciplinary action.

If the student disagrees with the charge or any of the above penalties for a first offense, he/she is entitled to appeal in writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final.

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If the student disagrees with the charge or any of the above penalties for a first offense, he/she is entitled to appeal in writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final.

I have read and understand the Academic Dishonesty Policy.

Print Name _____ Signed _____ Date _____

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East Texas A&M University

College of Business & Technology

Student Appeal of Course Grade

The *syllabus/schedule are subject to change.*

(Refer to TAMU-C Procedure: 13.99.99.R0.05)

EAST TEXAS A&M UNIVERSITY PROCEDURE

13.99.99. R0.05 Student's Appeal of Instructor's Evaluation Effective September 1, 1996 Revised December 15, 1999 Revised February 8, 2007 Supplements System Policy 13.02

1. The final grades awarded by faculty members are their expert judgment concerning student performance. Students challenging a final grade must show that the instructor's judgment was unfair based on: a) some basis other than performance, or b) standards different from those applied to other students in the same course section, or c) a substantial, unreasonable, and unannounced departure from previously articulated standards or the syllabus.

2. Students who believe their grade to be unfair ***must first discuss the matter with the instructor***.

3. ***If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, the student shall appeal to the Department Head.*** A grade appeal must be initiated in writing with the Department Head (or Dean if the Department Head is the instructor) within six (6) months of the last day of the semester in which the grade was awarded. The Department Head will examine the student's appeal to determine whether the student has established an apparent case of unfair academic evaluation as described in section 1. If the student has not established a case that appears to have merit, the Department Head will so inform the student and the instructor without delay.

4. If the case has merit, the Department Head will secure, from all parties, written statements and other such information as he or she deems helpful and will issue his or her findings and remedies, if any. In so doing, the Department Head will be guided by the principle ***the burden of proof lies with the student.***

5. The instructor or the student may appeal the Department Head's decision (with respect to findings and remedies) to the Dean of the College in which the course is offered within 30 days of the date on which the Department Head offered his or her judgment.

6. Upon receipt of an appeal, the Dean will appoint a three-person advisory committee of faculty to hear the case. The chair of the committee will be from a department other than the one offering the course in question. The two remaining committee members will be from the department offering the course. One of these faculty members may be suggested by the author of the appeal. The instructor and the student may file additional statements. The committee will review all written materials and may seek other information, as they deem appropriate. After reviewing all information, the committee will communicate their findings and suggested remedies, if any, to the Dean.

7. The Dean is the final authority on issues of fairness in course evaluation. He or she will consider the recommendations of the committee but has wide latitude in resolving the matter.

The Dean too will be guided by the principle that the student must show the evaluation to have been unfair as identified in Section 1.

8. The Dean is responsible for notifying the Office of the Registrar of any decision requiring a change in records.

References: Prior ETSU Policies V C 1.1 and B-32 approved October 7, 1977; revised September 1, 1979, January 19, 1990, July 30, 1998, and December 15, 1999; Procedure A13.06

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CONTACT FOR INTERPRETATION: Provost and Vice President for Academic Affairs