Health Occupations Program Deans shall/may act as Chief Academic Officers for their programs with written authorization from their respective Chief Academic Officer.

V.G. ACADEMIC APPEALS


V.G.1.1. Academic Appeals
The College recognizes a student’s right to consistent and relevant forms of assessment. An academic appeal is a formal request brought by a student to change a grade for the reasons below. Students have 12 calendar months from the date the grade was posted by the registrar to submit an academic appeal. A grade may only be changed by the instructor of record, the instructor’s department chair, the academic dean, or the Academic Appeals Committee. Should an instructor of record’s employment end or otherwise become incapacitated or unavailable, the department chair, or the academic dean may enter grades on the incapacitated or unavailable faculty member.

V.G.1.2. Definitions
(a) Incapacity means the physical or mental inability to enter grades for the purpose of this subsection V.G.1. only.

V.G.1.3. Bases for Academic Appeal
A student must meet one of three requirements in order to qualify to file an academic appeal. The student must have some evidence that there exists at the time of the appeal: (1) a mathematical error in the grade’s calculation, (2) a deviation—by the instructor—from the course syllabus or the College’s policy manual (this document), or (3) disparate treatment of the student not covered by EEO (e.g., race, color, sex, and etc.) policies. Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor’s professional judgment of the quality of the student’s work or performance.

V.G.1.4. Procedures
The Board has delegated to the Chancellor the authority to implement Chancellor’s Procedures to carry out the Academic Appeals Policy.

V.H. ACADEMIC STUDENT TRAVEL

V.H.1. Policy
The College provides equal academic student travel opportunities to all students regardless of race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status. Section V.H.1. applies only to Academic Student Travel as defined below.

V.H.1.2. Definitions
(a) **Academic Student Travel** covered by this Policy means travel that meets three conditions. First, the travel must be at least farther than 25 miles from the closest Lone Star College campus or satellite center to the final destination. Second, the travel is directed by an instructional employee to achieve an academic objective. Third, either (1) the College funds the travel and uses a college-owned or -leased vehicle, or (2) a college-registered student organization requires the travel. Travel that does not meet all three of these conditions is not considered Academic Student Travel and Section V.H.1.2. does not apply.

(b) **Academic Student Domestic Travel** means Academic Student Travel that only contains destinations inside the continental United States.

(c) **Academic Student Foreign Travel** means Academic Student Travel that includes a destination, layover, or location outside the continental United States.

(d) **Academic Student Travel Funded by the College** means paying for expenses associated with the activity or event from a College-maintained budget item or fund. The College funds travel even if an outside tour company arranges the College-sponsored trip and travelers pay their own travel-related expenses.

(e) **Academic Student Travel Required by a Registered Student Organization** means the travel related to the organization’s official activities, including attending and participating at conventions, workshops, seminars, mock events, and other academic competitions. This definition does not include social or optional events organized by a registered student organization or an optional course activity recommended by a faculty member.

(f) **Necessary Student Travel Paperwork** includes all required forms specified in the Chancellor’s Procedures for Academic Student Travel.

**V.H.1.3. Academic Student Travel**

Students complete and submit Necessary Student Travel Paperwork at least five working days before the Academic Student Domestic Travel is scheduled to begin. Students complete and submit Necessary Student Travel Paperwork at least 20 working days before the Academic Student Foreign Travel is scheduled to begin. Commercial airlines, College-owned, -rented, or -leased vehicles, and commercial vehicles are approved transportation modes for Academic Student Domestic and Foreign Travel under this policy.

(a) **College-Provided Transportation.** A driver transporting students in College-owned, -leased, or -rented vehicles must meet the following qualifications: (1) be a College employee approved by the Chief Student Services Officer, (2) have a valid driver’s license appropriate for the vehicle being driven, and (3) have a satisfactory driving record.

The driver must also ensure that passenger numbers do not exceed the vehicle’s designated passenger capacity—each passenger must be secured by a seat belt. A driver must not drive for more than three consecutive hours without taking a 15-minute break from driving. A driver may not read emails or text messages while driving students. A driver must obey all
safety procedures and traffic laws.

(b) Student-Provided Transportation. The following applies when student-owned vehicles are used for Academic Student Travel: (1) College students are not covered by the College’s vehicle insurance policies and cannot be College-approved drivers; (2) adult students drive their own private vehicles at their discretion and peril; (3) adult students riding with another adult student do so at their discretion and peril; (4) College employees cannot arrange for students to drive other students; (5) all student drivers must sign a liability waiver for driving their own vehicle and submit this in accordance with the Necessary Student Travel Paperwork; (6) all student-owned vehicle accidents or collisions must be covered by the student’s vehicle insurance policy; (7) the Academic Student Travel conditions must be detailed in the appropriate form submitted with the Necessary Student Travel Paperwork; and (8) the College must provide student drivers with directions to the intended destination.

V.I. ACADEMIC FREEDOM AND RESPONSIBILITIES

V.I.1.1. Academic Freedom and Responsibilities
Institutions of higher education are conducted for the common good, which depends upon a commitment to the values of free inquiry and the free expression of ideas. The College embraces these values. Academic freedom is not only a policy giving faculty latitude in addressing their academic subjects, but remains a crucial component of a larger commitment to the free search for truth. Academic freedom is accompanied by equally demanding responsibilities. Instructors, therefore, have both rights and responsibilities.

(a) Rights of Instructional Employees
Every instructional employee and employee’s family member has the right to speak or write as a citizen of the nation, state, and community without fear of institutional censorship or discipline so long as the employee is clear that they do not speak on behalf of the College.

Instructional employees have the right to teach class content, including arguably offensive or controversial class content, according to their professional judgment within the guidelines established by the curriculum team, state governing bodies, accrediting agencies, this manual, and as required by federal, state, or local laws. Absent the limitations in this section, instructional employees have the right to remain true to their pedagogical philosophies and intellectual commitments when teaching.

(b) Responsibilities of Instructional Employees
Faculty members will strive to be accurate, to exercise appropriate restraint when necessary, and to avoid creating the impression that they speak or act for the College when speaking or acting as private citizens. Every instructional employee maintains competency in their field through continued professional development and demonstration of such competence in the teaching environment. As such, they have the right to be supported by the College in professional-development efforts to help maintain competency in their disciplinary fields and instructional skills.