

Addendum to the 2009-2011 Student Handbook

1.16.7 Appeal of Grades

If a student feels that his or her final semester grade in a given course is not equitable, the student should discuss the grade with the course professor. If the student is not satisfied, he or she may then appeal to the academic dean (Dr. Mark Yarbrough, Academic Dean, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-874-4460) by filing a written statement of particulars. The academic dean will confer with the professor involved and seek a satisfactory resolution of the problem. If the problem cannot be solved in this manner, the dean may make a decision on the matter or at his discretion may refer it to the Credits Committee for a ruling. All grade changes must be approved by the registrar and must be made within one year after the course for which the grade in question was taken. See Section 1.33.1 for additional information.

1.18.6 Appeal of Probationary Status

A student determined to be ineligible for financial aid because of unsatisfactory academic progress may appeal in writing to the Credits Committee and the director of financial aid (Mrs. Karen Holder, Dir. of Financial Aid, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-841-3572) indicating reasons why the minimum academic requirements were not met and why aid should not be terminated. The student will be notified of the decision within two weeks of receiving the appeal. Information that may be considered in determining if the student is still maintaining satisfactory academic progress includes an unusual circumstance such as extended illness or death of a family member, class attendance and completion of assignments, or approved changes in the degree program. See Section 1.33.1 for additional information.

Tennessee students who have grievances that have not been settled at the institutional level may contact the Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville TN 37243-0830, 615-741-5293.

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1.33.1 Student Grievance Procedures

The Seminary's procedures for handling student grievances fall into three categories: (1) credit/academic; (2) dismissals/conduct; and (3) operational/general. The following categories express the applicable policies and regulations.

Credit/Academic

A complaint about an academic or financial policy, or to request that an exception be made to a policy, relates to a student filing a petition with the Credits Committee. The petition is free and can be submitted electronically through the student's campus network screen which is login-protected. Section 1.32 specifies the policy and procedure for handling Credits Committee petitions. At the doctoral level, the Ph.D. Studies Committee manages the appeal process. Primary person receiving student complaints: Mr. Billy Todd, Registrar, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-841-3775. (See Section 1.16.7 for additional information.)

Dismissals/Conduct

The Dean of Students renders disciplinary decisions which range from a disciplinary warning to dismissal. The Seminary's policy for handling an appeal of such a decision is specified in Section 4.6.6. A written appeal must be made to the Student Affairs Committee. An appeal of any action by the Student Affairs Committee must be made in writing through the academic dean to the faculty of the Seminary, which will render a final decision. Primary person receiving student complaints: Dr. Bob Garippa, Vice President for Student Services, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-841-3791. . (See Section 1.18.6 for additional information.)

Operational/General

The Student Handbook also specifies avenues of complaint beyond the seminary. This includes the Department of Education for the handling of student records (Section 1.30) and to the Association of Theological Schools (Section 1.33) for violations of ATS accreditation standards. Additionally, the seminary web page provides links for ethics violations at www.dts.edu/about/contact/ethicsreport and for general complaints at www.dts.edu/about/contact/complaint. Primary person receiving student complaints: Mr. Robert Riggs, Vice President for Campus Operations, Dallas Theological Seminary, 3909 Swiss Avenue, Dallas, TX 75204, 214-841-3617.

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