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## TEXAS A&M UNIVERSITY – CENTRAL TEXAS

## ACADEMIC APPEALS

*Student academic appeals are handled according to the following guidelines. Extenuating circumstances may cause the University to deviate from the defined time frames. Any question of interpretation or application of this procedure shall be referred to the Office of the Provost. Please visit* [*www.ct.tamus.edu/StudentConduct*](http://www.ct.tamus.edu/StudentConduct) *for the detailed and the most recent copy of these procedures.*

1. A student who wishes to appeal a decision of a faculty member of a school should ask for a review by that person within 30 calendar days of the originating event. The respondent is expected to give the student a response within 15 calendar days.
2. If the respondent is unavailable, if a response is not made within 15 calendar days, or if the student is unsatisfied with the response and wishing to appeal a decision of a faculty member the student should inform the Department Chair of the appeal in writing within 60 calendar days of the originating event. For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record until the appeal process concludes. The written appeal must include the following:
   * 1. Name, address, email, telephone number, and University Identification Number (UIN) of the student.
     2. Date of action against the student and by which faculty member.
     3. Nature of disciplinary action and copy of applicable materials.
     4. Circumstances which merit review.
     5. Signature of student and date submitted.

The Department Chair is expected to give a response within 15 calendar days of the filed appeal.

1. A student unsatisfied with the decision of the Department Chair may appeal in writing to the School’s Academic Appeals Committee within 15 calendar days of notification of the decision from the Department Chair. The minimum standard for each schools committee is three faculty members; each school is responsible for developing a specific and nonbiased committee structure. After hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the School Director. The decision of the School Director is final and will be communicated to the student in writing.