

Academic Appeal Form: Policies, Decisions, Exceptions to the Rules

In the Dwight Look College of Engineering, the academic departments are the primary authority with respect to departmental policies and procedures regarding their curriculum. Further, departmental academic advisors are knowledgeable about Departmental-level, University-level and College-level policies and procedures governing academics and are charged with enforcing these policies.

In regards to an academic policy, if no satisfactory resolution is reached with the advisor, and the student wishes to appeal, the student shall appeal to the department head. If the department head (or designee) denies the appeal, the student may appeal, by completion of this form, to either the Associate Dean for Undergraduate Programs or the Associate Dean for Graduate Programs in the Dwight Look College of Engineering, depending on the student’s classification.

Student Directions: To appeal through the Dean’s Office, complete the form below. Responses to the questions should be typed on a separate document. If applicable, student should provide copies of relevant supporting documents to help justify the request. Once complete, submit the form, typed justification page and, if applicable, relevant supporting documents as one complete package to first (1) the academic advisor, then second (2) to the department head/designee for review and signatures. If the appeal involves a conflict with the advisor and/or department head, the complete package can be submitted directly to the Dean’s Office without signatures.

Advisor/Department Head Directions: Student will submit completed form, typed justification page, and, if applicable, relevant supporting documents to first (1) the academic advisor then, second (2) department head/designee for review and signatures. Once all signatures are obtained, the academic advisor or department head/designee should send the complete package to the appropriate Associate Dean. Appeal packages received by students will not be reviewed. If applicable, the academic advisor and/or department head/designee may provide pertinent documentation and/or a memo and/or email detailing the circumstances from the advisor/department perspective.

Notification: Appeal decisions will be communicated to your official TAMU email address.

Full Name: _____ **UIN:** _____ **Classification:** _____

Major: _____ **Phone Number:** _____ **Email:** _____

Student Signature: _____ **Date:** _____

1. List the specific policy, decision or rule you are appealing (attach documentation if applicable).
2. Justify why this policy, decision or rule should not apply to you. If applicable, explain any extenuating circumstances (attach relevant supporting documents).

1. **Academic Advisor Signature:** _____ **Date:** _____
Signature indicates appeal could not be resolved by academic advisor, so should be reviewed by department head/designee.

Academic Advisor Documentation/Memo/Email (check one): Will be provided _____ Will not be provided _____

2. **Department Head (or designee) Signature:** _____ **Date:** _____
Signature indicates appeal is denied within the department, so appeal should be reviewed by associate dean.

Department Head/designee Documentation/Memo/Email (check one): Will be provided _____ Will not be provided _____

3. **Engineering Associate Dean Signature:** _____ **Date:** _____

Engineering Associate Dean Decision (check one): Approve _____ Deny _____