**Tarleton State University**

**College of Education**

**Department of Curriculum & Instruction**

**Academic Appeal Request Form**

This form is to be used to exercise your right of appeal to academic policies, requirements, grades, etc. Please carefully read and follow the directions for this appeal. This form and any supplemental information must be submitted electronically the department head for Curriculum & Instruction: [banker@tarleton.edu](mailto:banker@tarleton.edu)

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Last Name First Name Student ID#

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Student Email Phone Number (Including area code)

Brief Description of the issue:

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| Instructions: Before beginning the appeal process to the Department Head’s Office, it is important to understand that a student must have followed the proper chain of command when appealing. When appealing the decision of a faculty member, a student must first have spoken formally with the faculty member and have documentation of this/these conversation(s). The student must then appeal that decision to his/her department head and have documentation of this/these conversation(s). A student may only appeal to the dean of the college once the aforementioned appeal processes have been exhausted. The only exception to this policy is when a student is directly appealing a department head’s decision. A student may not re-appeal a decision rendered by the Dean’s Office to the dean. A student may, instead, choose to appeal the dean’s decision directly to Academic Affairs. Failure to follow these instructions and the instructions below may result in an inability to review your appeal. Questions concerning the appeals process may be directed to Ms. Angie Jones at 254-968-9097 or akjones@tarleton.edu. |

My appeal includes the following (Please check all that have been included):

\_\_\_\_\_\_ One Page Detailed Explanation of the issues I am appealing (signed by the student);

\_\_\_\_\_\_ Unofficial Copy of student transcript;

\_\_\_\_\_\_ Record of all relevant email communication between the student and faculty member;

\_\_\_\_\_\_ Record of all relevant email communication between the student and department head;

\_\_\_\_\_\_ and Any other supporting documentation for review.

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| Notification Process: You will be notified by email regarding both the receipt and outcome of your Academic Appeal. Make sure your email address is updated. The Department Head’s Office reviews requests and responds within ten (10) business days from the receipt of the appeal. Failure to provide supporting documentation may result in a denial of a student's appeal. |

I have read and understand the Academic Appeal Process as described in the Student Handbook (<https://www.tarleton.edu/studentrules/student-grievance.html>) and have attached my letter of explanation, limited to one typed page, and have included pertinent documentation.

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Student Signature Date

**To submit your appeal, you must complete and save this form; (print a copy for your records); and attach it and any supplemental materials to the email you send to banker@tarleton.edu**