

Texas Woman's University
Department of Nutrition and Food Sciences

<h2>Academic/Grievance Appeals Procedure</h2>
--

1. Purpose

The purpose of the appeal procedure is to provide faculty and students with a detailed outline of the steps to follow when appealing academic and/or grievance issues within the Department of Nutrition and Food Sciences.

2. Procedure

In the event the student wishes to appeal a decision relating to an academic matter or incident involving a faculty member, this procedure will be implemented:

- a. The student will contact the faculty member involved within five working days of the grade being assigned or incident occurring and ask for further consideration of the issue.
- b. If the student is not satisfied with the action of the faculty member, the student can obtain the Academic/Grievance Appeals Form on the NFS website, complete and return it to the faculty member for further processing within the next five working days.
- c. The faculty member will sign the form; give a copy to the student and forward the original document to the Department Chair within one working day.
- d. The student is responsible for requesting an appointment to further discuss the matter with the Department Chair within five working days after submitting the Form.
- e. The Department Chair will meet with the student to try to resolve the matter. (Note: Denton students will meet in person with the Chair; Houston students will discuss the issue by telephone conference). The Department Chair may choose to appoint an ad hoc committee for a hearing. A decision will be made within five working days to resolve the matter and a recommendation will be made in writing to the student and faculty member involved.
- f. If the student is not satisfied with the recommendation made by the Chair or the ad hoc committee, the student may seek to contact the Dean of the College of Health Sciences for further appeal. The Department Chair will forward all current documents to the Dean's office for further consideration.

Effective Date of Procedure: NOVEMBER 1, 2006

**Texas Woman's University
Department of Nutrition and Food Sciences**

Academic/Grievance Appeals Form

Student Filing Appeal:

Name: _____ Student ID #: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

Course Number and Title of Course (if applicable): _____

Nature of the Problem (Unsatisfactory Academic Grade or Grievance): _____
Student must attach a written rationale for the appeal, including the outcome the student is seeking.

Date Grade was Assigned or Date of Incident: _____

Name of Faculty/Staff Member Involved: _____

Signature of Student _____

Date _____

Discussion Process:

(1) Faculty/Staff Member Comments:

Faculty/Staff Member Decision:

Signature of Faculty/Staff Member

Date

(2) Department Chair Comments:

Department Chair Decision:

Department Chair

Date

(3) Academic Dean Comments:

Academic Dean Decision:

Dean, College of Health Sciences

Date