

TEXAS WOMAN'S UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Undergraduate and Graduate
Grade Appeals Procedures

A student who wishes to appeal a decision relating to a grade in the College of Arts and Sciences shall:

- 1. Request within ten (10) days after the decision, further consideration of the issue from the faculty member responsible for the decision;*
- 2. If the student feels the issue has not been resolved satisfactorily, request in writing within ten (10) days after receipt of the decision of the faculty member, that the chair/program director of the academic component review the matter. For further consideration, the student must submit to the chair/program director a written narrative setting forth all pertinent information. The faculty member will then submit a written response to the student's narrative to the chair/program director. The chair/program director will provide a written response to the student.*
- 3. If the student feels the issue has not been resolved satisfactorily, request in writing within ten (10) days after receipt of the decision of the chair/program director, an appeal with the Dean of the College of Arts and Sciences.*

The Dean may appoint an advisory ad hoc appeals committee consisting of three (3) faculty members from the College of Arts and Sciences, which would conduct a hearing and make recommendation(s) to the Dean. Ordinarily, this hearing will be scheduled within ten (10) days after the appointment of the committee.

The ad hoc appeals committee hearing procedure is set out in Attachment A, entitled "Undergraduate Ad Hoc Appeals Committee Hearing Procedure" (attached).

The Dean will review the written statements of the student, the faculty member, the chair/program director, and the recommendations of the ad hoc appeals committee, if any. The student will be notified in writing of the decision of the Dean.

If the student feels the issue has not been resolved satisfactorily, within ten days (10) after receipt of the Dean's decision, (for an undergraduate appeal) the student may appeal the decision by delivering a written letter requesting an appeal to the Vice President for Academic Affairs; (for a graduate appeal) the student may appeal the decision by delivering a written letter requesting an appeal to the Dean of the Graduate School.

After reviewing the recommendations and the statements related to the issue, the Vice President for Academic Affairs will make the final decision for an undergraduate appeal; and the Dean of the Graduate School will make the final decision for a graduate appeal.

This will conclude the appeals process.

10/2007

*Attachment A
Ad Hoc Advisory Committee
Hearing Procedure*

***The chair will, in the presence of the representative of the university,
the student, and the members of the ad hoc advisory committee:***

*Introduce all persons present in the hearing room
State reasons for hearing and regulations involved*

*Ask for statement from representative of the university
Questions to the representative of the university by the student
Questions to the representative of the university by members of the ad hoc advisory committee*

*Ask for statement from student
Questions to the student by representative of the university
Questions to the student by members of the ad hoc advisory committee*

Call for other witnesses:

*Witnesses called by representative of the university (one at a time)
Questions to witness by representative of the university
Questions to witness by student
Questions to witness by members of the ad hoc advisory committee*

*Witnesses called by student (one at a time)
Questions to witness by student
Questions to witness by representative of the university
Questions to witness by members of the ad hoc advisory committee*

***Invite concluding statements. (Maximum time for concluding statement--five
minutes):***

*Representative of the university
Student*

Executive Session

All persons other than members of the ad hoc appeals committee will be excused and asked to leave the room. The recommendation(s) of the ad hoc appeals committee will be transmitted by the chair pro tempore to the Dean, College of Arts and Sciences.

Note: Only the members of the ad hoc appeals committee and the parties will be present during the hearing, except that one witness at a time may be present while testifying.