

**COLLEGE OF BUSINESS ADMINISTRATION
APPEAL PROCESS FOR MASTERS DEGREE COMPREHENSIVE EXAMINATIONS**

In accordance with Tarleton State University policy, the College of Business Administration hereby adopts the following as its procedure for academic appeals related to Masters Degree Comprehensive Examinations.

Each student encountering a grievance related to outcome of the Master Degree Comprehensive Examinations will attempt to resolve the problem with the appropriate Program Coordinator(s) unless such Coordinator(s) was/were primarily involved in the incident in question. In such case, the Department Head responsible for that particular degree program will assign another graduate faculty member to investigate the incident and make recommendations. The student's appeal must be writing, setting forth in detail the nature of the grievance and be submitted within seven (7) days of the official notification of the Comprehensive Examination results.

A student who is unsatisfied with the outcome of the program grievance may then appeal following the appropriate chain of command: Department Head responsible for Master's Program; College of Business Administration Dean (or their designee); Dean of the College of Graduate Studies; and the Office of the Provost and Vice President for Academic Affairs.

(1.11.2010)