

**COLLEGE OF BUSINESS ADMINISTRATION**  
**DEPARTMENT OF MANAGEMENT, MARKETING**  
**AND ADMINISTRATIVE SYSTEMS** (Update: 2008)

**ACADEMIC APPEALS PROCESS**

In accordance with Tarleton State University policy, each department is responsible for development and implementation of a written academic appeals process. The Department of Management, Marketing and Administrative Systems hereby adopts the following as its procedure for academic appeals and it will be made available to all students on request at the departmental office.

**Each student encountering a grievance, academic in nature, will first attempt to resolve the problem with the faculty member of record for the course in question according to the process identified in the Tarleton State University catalog. If the student fails to satisfactorily resolve the academic grievance with the faculty member, the student will have the right to appeal his/her grievance to the Department Head. The appeal must be in writing, setting forth in detail the nature of the grievance. If the student elects to appeal to the Department Head, the appeal must be presented within 120 days of the originating event. For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record.**

**A student who is unsatisfied with the outcome of the departmental grievance process may appeal to the Dean of the College of Business Administration within 30 days of the departmental decision.**