

**PROCEDURES FOR FILING AN ACADEMIC APPEAL**

Student academic appeals in the College of Business (COB) are handled according to the following guidelines.

Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the College of Business Dean will not consider any appeal that is made on the basis of a disagreement with an instructor over the content of an exam answer, paper, or other assignment.

The student may be asked for additional materials, as needed, to make a decision on the appeal.

For an appeal of a course grade the originating event shall be considered to be the posting of the grade to the university record.

For an appeal of an assignment/ exam grade the originating event shall be considered to be the date the graded assignment/exam is returned to the student.

1. Each student encountering a grievance with a faculty member shall first attempt to resolve the problem with that faculty member by notifying him/her of the grievance in writing within 60 days of the originating event. The faculty member is expected to provide the student a written response within 30 days.
2. If the faculty member is unavailable, if a response is not made within 30 days or if the student is unsatisfied with the response by the faculty member, the student may continue his/her appeal to the department head. A student wishing to appeal a decision to the department head must do so in writing within 120 days of the originating event. The department head is expected to provide the student a written response within 30 days.
3. A student who is unsatisfied with the decision of the department head may appeal in writing to the Dean of the College of Business within 30 days of the notification of the departmental decision. The COB Dean will review the appeal and render a decision within 30 days.
4. A student who is unsatisfied with the decision of the COB Dean may appeal in writing to the Provost and Vice President of Academic Affairs within 30 days of notification of the decision of the Dean. At that point, the COB Appeals Process ends and the appeal process reverts to those described in the TSU Student Rules of the catalog of Tarleton State University.

<https://www.tarleton.edu/studentrules/student-grievance.html>

Committee/Task Force Members:		Recent Notes:	
<ul style="list-style-type: none"> <li>• Dr. Joseph H. Schuessler</li> </ul>		2020-08-13: Updated reference to the College of Business, dropping "Administration" from the name * new Letterhead	
Date Approved:	2020-08-13	Effective Date:	2020-08-13
Version:	1.1		

**COBA ACADEMIC APPEAL FORM**

Student Name:		UID: (i.e. 000#####)	
Tarleton Email: (i.e. john.doc@go.tarleton.edu)			
Course Prefix/Number: (i.e. COBA 1100)		Instructor:	
Course Name:			
Appealing: Assignment/Exam:  Course Grade:		Name of Assignment/Exam: (if appealing assignment)	
Semester & Year Taken: (i.e. Fall 2018)		Date of Originating Event:	Grade Received:

Explain what occurred, a timeline of events, and your assessment of facts and information that constitutes your appeal (use additional sheets as necessary).

The following supporting documentation is required (unless otherwise noted):

- Course syllabus
- Assignment or exam in question (if applicable)
- Correspondence with instructor/Department Head/Dean (if applicable)
- Any other documentation supporting the appeal

The information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action through the Office of Judicial Affairs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**Office of the Dean  
College of Business**

**Office 254.968.9350 | Fax 254.968.9328 | Box T-0200, Stephenville, TX 76402 | tarleton.edu/coba**