



Grade Appeal Policy

Policy Statement: TAMU Student Rule 48 outlines the process for grade appeals.

Student rules are available online at <http://student-rules.tamu.edu>

According to TAMU Student Rules, a student may appeal a final course grade that he or she believes is “capricious, arbitrary, or prejudiced.” Only the involved student may initiate a formal appeal (see Student Rules-Part III, Student Grievance Procedures, 48. Grade Disputes.)

Procedures for initiating a formal grade appeal are outlined below.

According to TAMU Student Rules, any grade appeal must begin with the student’s instructor. If no satisfactory resolution is reached with the instructor, or the instructor is unavailable, the student will submit the grade appeal to the Undergraduate Studies Office.

To be considered for review, a grade appeal must be presented according to the guidelines described in the sections below. If a grade is appealed, the student’s grade on any contested assignments (and therefore the final grade) may be either raised or lowered according to recommendations made during the review process.

A committee of three faculty members appointed by the Director of Undergraduate Studies will review grade appeals and inform the Director of Undergraduate Studies in writing whether or not they find an instructor’s final course evaluation to be capricious, arbitrary, or prejudiced. After considering the student’s appeal and the review committee’s recommendations, the Department Head will rule on the grade appeal.

When Appeals Will Be Accepted

- Appeals must be initiated by letter after discussion of the problem with the course instructor, or if the instructor is unavailable, with the Director of Undergraduate Studies, within 180 days (six months) of the last day of the semester or summer session in which the disputed grade was earned.
- While students have 180 days for a grade appeal, the Undergraduate Studies Office requests that, in order to expedite the appeal process, students submit appeals by **the third week of the term after the course was completed**. The grade appeal process is 4-6 weeks.

Which Assignments May Be Appealed

- Students who believe that one or more assignments reflect capricious, arbitrary, or prejudiced evaluation may ask that these assignments be reviewed. **It is the student’s responsibility to establish a prima facie case of capricious, arbitrary, or prejudiced academic evaluation.**
- All assignments completed by the student during the semester must be submitted along with the assignments in question. The assignments in question must be clearly identified.

Procedures for Submitting Appeals

Students must place in a manila folder the following items:

- Letter from the student to the Undergraduate Director, Dr. Apostolos Vasilakis, Department of English, Texas A&M University. The letter must include the date the appeal is submitted.
- Syllabus for the course.
- Copies of all assignments (as graded and returned to the student).

Letter to the Undergraduate Director: In this letter, the student will explain specifically why he or she believes a case of capricious, arbitrary, or prejudiced academic evaluation exists, and specifies the assignments in question.

*The student should also include a mailing address, and email address and a phone number at which he or she may be reached.

The syllabus for the course: This is the syllabus the instructor gave each class member at the first class meeting.

All assignments: It is the student's responsibility to provide all assignments pertinent to the appeal.

The student will leave the completed folder with the Undergraduate Studies Office (352 LAAH).

If the Department Head or Director of Undergraduate Studies needs additional information or wishes to meet with the student, the student will be notified by phone or written request. The student will be contacted in writing as to the decision reached.

TAMU Reg 48.4 (Grade Disputes) outlines the process for appealing the Department Head's decision.