

## Guidelines for Appeal

### **Committee for Students College of Education and Psychology The University of Texas at Tyler**

The Committee for Students will review a student's appeal when he or she is not satisfied with the decision(s) made by faculty more directly connected to the specific issue. The following steps must be taken for the Committee to review a student's case.

1. If the matter is related to a course, the student must meet with the instructor to attempt to resolve the issue. If the student is not satisfied with the decision at the course, the student may then compile an appeal packet and schedule an appointment to meet with the Chair of the Department or Director of the School that offers the course. To advance the appeal to the Chair or Director, the student must provide all of the materials for the appeals packet along with some type of documentation from the meeting with the instructor that is signed by the instructor.
2. If the matter is not related to a course, the student must meet with the Chair or Director to attempt to resolve the matter. The student must provide all of the materials for the appeals packet. If the student is not satisfied with the decision, the student may have his or her appeal brought before the Committee for Students. To advance the appeal to the Committee for Students, the student must provide all of the materials for the appeals packet along with the documentation from the meeting with the Director. The request for the meeting should be made to the Director or Chair.
3. The Committee for Students meets only when needed. The Director or Chair will notify the Assistant to the Dean of the need for a meeting of the Committee for Students. The Assistant to the Dean will notify members and get a meeting set. When the meeting is being set, the Assistant to the Dean will also send all supporting documentation to committee members.
4. The Assistant to the Dean will notify the student of the result within three (3) business days of the meeting of the Committee for Students.
5. If the student is not in agreement with the decision of the Committee for Students, the student may appeal to the Dean of the College of Education and Psychology within ten (10) business days.

**A complete packet for an appeal includes:** Appeal form, Supporting Documents Checklist, unofficial UT Tyler transcript, updated degree plan signed by advisor, and any other supporting documents the student deems necessary. This should be provided at least three (3) business days before the meeting with the Chair/Director, Committee for Students, or Dean.