

**DISMISSAL POLICY AND APPEAL FORM
COLLEGE OF ARTS & SCIENCES**



TEXAS A&M UNIVERSITY
College of Arts
& Sciences

Appeal Form Instructions

Your request must include the following and be emailed to artsci-advising@tamu.edu:

1. This completed, signed, and dated request form.
2. Documentation with specific dates of extraordinary circumstances from a neutral third party (physician, counselor, lawyer, etc.). Screen shots from mobile phones will not be accepted as proper documentation. Appeals without proper documentation **will not** be considered and will be automatically denied.

Completion of all fields and questions below is required.

Name:	UIN:
Semester:	Major in Semester of Request:
TAMU Email Address:	Cell Phone Number:

Terms of Review

Indicate your acceptance of the terms of this dismissal appeal review by placing your initials in the spaces provided below:

<u>I understand that:</u>	<u>Initial Here</u>
A Dean's Review Board will review your request and notification will be sent to your official TAMU email address. Decisions of the Review Board are final.	
If your request is approved, you will be placed on academic probation for the upcoming semester. Students who do not meet the terms of their probation will be dismissed from the college.	
The neutral third party documenting your extenuating circumstances may be contacted to validate the authenticity of your documentation.	
The instructor of any course mentioned and/or your advisor may be contacted regarding this request. No information regarding the circumstances will be provided beyond the fact that the request has been made.	
All TAMU employees who become aware of discrimination, harassment (including sexual violence) and/or retaliation must report to the incident to the university's Title IX officer, regardless of how they become aware of the information.	
Incomplete appeals will not be considered and will be automatically denied.	

I have read and understand the terms of this dismissal appeal. The information provided for this request is complete and accurate.

Student Signature **Date**

Appeal Board Use Only

Title IX Reported to University:

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Please thoroughly answer the following:

1. Provide the reason for your request. What problems did you encounter? *Provide a dated chronology of the events.*

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2. Describe extenuating circumstances. Why was the situation beyond your control?

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3. How did the circumstances specifically affect your coursework in that semester?

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4. An explanation of why you did not Q-drop or Withdraw during that semester.

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5. How have the circumstances been resolved? What are your plans to be successful and how have you demonstrated this?

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Policy

According to the **Scholastic Deficiency** section (Revised: 2019) of the **Texas A&M University Student Rules** (<http://student-rules.tamu.edu/>), please note the following:

- 12.1 An undergraduate student is scholastically deficient when:
- 12.1.1 The student's semester grade point average is less than 2.00; or
 - 12.1.2 The student's cumulative grade point average is less than 2.00; or
 - 12.1.3 The cumulative grade point average in the student's major field of study is below a 2.00; or
 - 12.1.4 The student is not meeting college and/or major course of study grade point requirements.
- 12.2 In the event an undergraduate student becomes scholastically deficient, he or she, may be:
- 12.2.3 Dismissed from continued enrollment in the student's college or major after review by the student's academic Dean or designee; or

Dismissal

Students with an **overall** deficit larger than -8 and/or who **do not meet the terms** of their probation will be **dismissed** from the College of Arts and Sciences and blocked from continued enrollment (Section 12.2.3). Students have the ability to appeal their dismissal through the dismissal appeal process via the below form if they can:

1. Identify and document a reason/set of extenuating circumstances that were beyond your control and negatively impacted your grades in a specific time period (e.g. fall 2016);
2. Demonstrate that the extenuating circumstances that contributed to your poor academic performance have been resolved via valid, third-party documentation (e.g. counseling, medical treatment, etc.); and
3. Can demonstrate that the extenuating circumstances have been resolved so that they have the opportunity to complete the following semester successfully.