Texas A&M University-Texarkana
Academic Records Appeal Guidelines

What is an Academic Records Appeal?

An Academic records appeal is a request from a student (enrolled or non-enrolled) to change a part of their academic records at Texas A&M University-Texarkana as a result of an extenuating circumstance. This could be an appeal to have a class removed permanently from the academic record, a class to be dropped or a semester of classes to be withdrawn after the semester is completed, a refund of tuition/fees for a specific semester, or any other changes to a student’s academic record.

Who approves an Academic Records Appeal?

The student should first contact the Registrar’s Office at Texas A&M University-Texarkana to ask about the status of his/her records. If through research and by following current policies and procedures the record cannot be changed a student will be allowed to appeal.

The Appeal will be forwarded to the “Academic Records Appeal” Committee. This committee generally meets once a month. All information supplied by the student will be reviewed and the decision will be emailed to the email address provided on the appeal form within one calendar week of the committee’s decision.

When can an Academic Records Appeal be made?

An appeal to have academic records updated or changed will only be considered up to one year (12 months) after the record was placed on the student’s academic record. It is up to the student to review their records and start the appeal process within this time frame.

Who is on the Academic Records Appeal Committee?

The committee will consist of representatives from the following offices:

- Committee Chair- Registrar
- Financial Aid- Director of Financial Aid
- Business Services- Bursar
- Admissions- Director of Admissions
- Registrar’s Office- Assistant Registrar
**When is the Academic Records Appeal due?**

The Academic Records committee will meet on the *second Wednesday of every month*. Appeals are due **one week before the committee meets** (in order for the Registrar’s office to have time to collect needed information from your records before the meeting). If you submit your documents after the appeal deadline your case will be reviewed in the following month.

**How will I find out about the Decision of the Committee?**

Decisions will be emailed to the email address provided on the appeal form.

**If my Academic Records Appeal is denied, can I appeal the decision?**

No. Decisions made by the committee concerning Academic Records Appeals are final.

**How is a grade appeal different from an Academic Records Appeal?**

An appeal to get a grade changed is handled through the instructor of the course in which the student is seeking the grade change or the college dean if the instructor is not available. Grade appeals should always start with the instructor of the course.

An Academic Records appeal has less to do with the grade itself, but could include the fact that the student failed a class but doesn’t believe that he/she should have been enrolled in the class in the first place. It could deal with a lost drop/withdraw form, or miscommunication between the student and a Texas A&M University-Texarkana employee. This is not an exhaustive list, but just a few examples of what the Academic Records Appeal could be used for.

**When should I present an Academic Records Appeal?**

Students should present an appeal as soon as possible after the event occurs. For the reasons explained above, it substantially weakens a student’s case if the student waits until after grades are in or until the grade has become unavoidable before presenting a petition for a withdrawal. **Academic Records Appeals will not be considered more than one year (12 months) after the record in question has been placed on the student’s account.**

For practical purposes, it can be challenging to obtain the necessary documentation from the instructors/employees if a student does not present the appeal during the semester in question or as soon as possible once the semester has ended. This can make it very difficult for the committee to render a thorough decision in a timely manner.
What should be included in my appeal?

The student must submit a written statement detailing the events that occurred which prevented him/her from meeting the deadlines in the specified semester thus leading to this appeal.

- What information are you requesting to be changed?
- What was the nature of the event that occurred? Dates it began and ended? The effect it had on your classes or ability to attend class?
- What prevented you from meeting the deadlines during the semester you are appealing?
- Other supporting medical or other documentation for extenuating circumstances
- The Academic Records Appeal form completed and signed by the student.
- Signed acknowledgement of having read this document located on page 5.

Where do I send my Appeal?

Your Academic Records appeal should be submitted to the Registrar’s Office using any of the options below:

Mail to:
Texas A&M University- Texarkana
Registrar’s Office
7101 University Ave.
University Center, Suite 260
Texarkana, TX  75503

Email: registrar@tamut.edu
Fax: (903) 223-3140

➤ Incomplete appeals can delay the process and prevent your case from being reviewed in a timely manner.

Under what circumstances can an Academic Records Appeal be approved?

The Academic Records Appeal Committee will review all information that is on record as well as what is provided to them for review. The Committee will use the criteria listed below to determine if the reasons provided are “extenuating circumstances”.

- Was it beyond the student’s control,
- Were the events unforeseeable,
- Were the events that occurred severe.
How do I document the extenuating circumstances?

Documenting extenuating circumstances will depend on what type of event occurred. For illnesses, medical documentation (with a clear date on when it occurred) from a physician or a hospital would normally be expected. For personal circumstances, confirmation from a professional counselor would normally be appropriate. The important thing is that the documentation needs to be able to show that the student’s recollection of events as stated in the appeal is accurate. For these purposes, a wide range of things can suffice and if there are any questions, one can best discuss that issue with the representative of the college.

Does an Academic Record Appeal have effect on my fees or financial aid?

Not automatically, but quite possibly. Many of the same circumstances that justify a late withdrawal or drop may be grounds for fee reduction or an extension of student financial aid, but these questions are addressed by different offices because there are different issues involved with each of them.

Business Services is charged with calculating and collecting student fees. They will not normally consider a petition for tuition reimbursement unless a student has been dropped, but just because a student is dropped does not mean that the fees are automatically reduced or forgiven.

The Office of Financial Aid determines whether the student or an external agency such as the federal government will pay whatever fees are owed. There are some cases where federal financial aid will cover the fees even if a student has failed the course. There are other cases where a student is liable for the fees and must repay the aid even if the student has been dropped. It is highly likely that if the student’s appeal is approved and the class(s) are dropped and the student received financial aid money for those classes, that the student will have to pay that money back. Students should address questions about financial aid directly to the Financial Aid Office.

If I am on suspension, will an Academic Records Appeal take me off suspension?

In some cases, yes – depending on the effect it has on a student’s GPA. However, it is still important that a student successfully address the problems that led to the drop/withdrawal before the student attempts to return to school. There are also cases where a drop/withdrawal cannot be granted, but the student can appeal to be allowed to take some classes. Those may be granted if the student can show that the problems have now been successfully addressed and resolved and the student now has a realistic plan for academic success.

What if, in the end, my appeal is not successful?
Students should assess their academic issues honestly and adequately before attending the next semester. If continuing with Texas A&M University-Texarkana, students should meet with an advisor to determine the best course of action regarding their academic plan. Look at their options of repeating courses where they have previously performed poorly. Take into account the repeat policy, which states that when a course is repeated, only the grade for the last enrollment for that course (even if the grade is lower) will be used for computing a cumulative GPA. What is crucial is that students address problems early and take advantage of the many support opportunities at Texas A&M University-Texarkana.

Academic Records Appeal Acknowledgement Form
Office of the Registrar
(To be submitted with Appeal)

I have read in its entirety the Academic Records Appeal Guidelines Document and understand that there could be academic and/or financial consequences if my appeal is approved or denied. I further understand that the decision of the Academic Records Appeal is final and may not be appealed further.

Student Signature: ___________________________________________ Date:___________________