listed below for updates changes regarding grade appeals rules and procedures.

Grade Appeals Rule:
www.tamucc.edu/provost/university_rules/students/130299C2.htm

Grade Appeals Procedure:
www.tamucc.edu/provost/university_rules/students/130299C201.htm

If you believe that you have been given an unfair grade in a course, the first thing you should do is set an appointment with the instructor to discuss the matter informally. Most problems or complaints can be resolved through discussions between the student and the instructor. In those instances in which the problem cannot be resolved at this level, the student may follow the steps below.

1. Presentation of grievance to instructor (This step must be taken within fourteen calendar days after the beginning of the next term.)

2. Appeal to department chair or area coordinator.

3. Written appeal to the University Academic Standards Grievance Committee

4. Preliminary review and advising by an ombudsman appointed by the Provost.

5. Submission of file by department chair to the chair of the University Academic Standards Grievance Committee.

6. Review of file by committee chair and submission of case to committee.

Do I have to go to class?

Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. Every instructor should make clear the policy on class attendance at the beginning of each course. If students are absent from class on approved university business (e.g., intercollegiate athletics competition/travel, field trips, student research conferences, Board of Regents meetings), faculty members should count this as an excused absence and should not penalize the student for it. Students should be allowed to make up any required course work in advance or after their return to campus. Students are responsible for informing their instructors about the trip in advance so that the faculty members can make plans accordingly. If you have any doubt as to whether the activity in question is considered official university business, you should contact the Provost's Office.

What do I need to do if I want to appeal a grade?

Please refer to the following web sites during your entire college career (here or at any other Texas institution). Contact Admissions and Records for more information on this mandate. And dropping classes can affect your financial aid, so be sure to ask your financial advisor before you drop!
7. Proceedings of the University Academic Standards Grievance Committee. (Committee holds hearing, reviews data, presents findings to all parties, and makes recommendation to Provost.)

8. Decision by Provost.

9. Final appeal in writing to the Provost if student or instructor thinks appropriate procedures have not been followed.

Please visit the following web sites for complete details regarding the Student Grade Appeal Rule and Procedure, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process. For assistance and/or guidance in the grade appeal process, students may contact the Division of Student Affairs.

If you think your grade has been miscalculated or entered incorrectly, speak to your instructor. A grade change can only occur if there has been a miscalculation or incorrect recording of the grade or if a change has been ordered as the result of the grade appeal process. Refer to the academic catalog for more information about grade changes.

There's a mistake on my official academic transcript!

Office of Admissions & Records
Student Services Center
(Round Building)
825-7024
www.tamucc.edu/~admiss/index.htm

If information pertaining to your official academic transcript is incorrect, you need to write a letter to the Director of Admissions and Records describing the error. The Director of Admissions and Records and any other pertinent academic personnel will investigate the issue. A response will be sent to you no later than 20 days after your letter is received. Please see the Challenge to an Academic Record section in the University catalog for more information.

What do I do if I suddenly cannot finish the semester?

Division of Student Affairs
University Center 318
825-2612
http://studentaffairs.tamucc.edu

Medical Withdrawals
If you must stop attending classes during a semester due to a prolonged illness or a serious incapacitating injury, you may request a medical withdrawal. To request this provision, follow these steps:

1. Write a letter requesting a medical withdrawal to the Vice President for Student Affairs. The letter must describe and explain the reason that you are not able to complete the coursework for the semester.

2. Include written documentation from a competent authority (a physician, licensed psychologist, psychiatrist, etc.) with the letter.

3. If the request is granted the Office