

**Texas A&M University
Undergraduate Academic Appeals Panel
Request for a Hearing**

Name: _____ Date: _____

UIN: _____ Major: _____

Local Address: _____

Telephone: _____

E-mail: _____

What are you appealing? Select one:

1. Academic suspension _____
2. Blocked enrollment _____
3. Final course grade _____
4. Unauthorized absence _____

If you selected 1 or 2 above, answer the following two questions (Y/N):

- Is your appeal based on extenuating circumstances? _____
- Has an appeal been made to the dean (or his or her designee) of the college? _____

If you selected 3 or 4 above, above answer the following two questions (Y/N):

- Has an initial appeal been made to the instructor? _____
- Has an appeal been made to the department head? _____
- Has an appeal been made to the dean (or his or her designee) of the college? _____

Briefly summarize the basis for your appeal, specifically, how a previous decision regarding the appeal was arbitrary, capricious, or prejudiced:

Attach a 1-2 page statement indicating the basis for the academic appeal and list the evidence that you will present to support your appeal. Provide a list of any witnesses you plan to call and any advisor who will attend with their contact information.

I have read the procedures for academic appeals as outlined in Part 57 of the Texas A&M University Student Rules. I further understand that this Request for a Hearing form and all pertinent documentation, including lists of witnesses and the intention to be represented by an attorney or to have an advisor present, must be filed within ten (10) university business days of notification of the dean's decision of dismissal or suspension or five (5) university business days before the first day of the long semester (fall or spring) or immediately following the academic term in which the adverse decision was made, whichever comes first.

I understand that my failure to appear at the deliberations without documented, justifiable cause will terminate my right to appeal. I understand that the burden of proof is upon me. I understand that the dean (or his or her designee) will be invited to be present during the proceedings. Members of the Undergraduate Academic Appeals Panel may question me, the department head, the dean (or his or her designee), and witnesses during the proceedings. A digital recording of the statements, questions and answers will be made during the hearing portion of the Undergraduate Academic Appeals Panel proceedings, and I may request a copy of this recording. I also understand that the Undergraduate Academic Appeals Panel will make a judgement based on the preponderance of evidence and that their decision may not be appealed.

Acknowledgement of right to be represented by an advisor, who may be an attorney:

_____ I understand that I have the right to be represented by advisor, but I do not plan to have an attorney or legal representation at the meeting of the Undergraduate Academic Appeals Panel.

_____ I **do** plan to have an attorney or legal representation at the meeting of the Undergraduate Academic Appeals Panel. I will be responsible for arranging for his/her attendance and for his/her compensation.

Name and address for legal representative:

The act of filing this Request for a Hearing is *construed as authorizing all panel members to have full access to all records, including academic, civil and medical records that may have a bearing on deliberations.*

Signature

Date