APPEAL FOR CONTINUED ENROLLMENT
AS A GENERAL STUDIES (GEST) MAJOR

*It is important for you to read this before you begin preparing your appeal.*

The deadline for submitting appeals for continued enrollment by students who were General Studies major during the Fall 2012 semester is January 9, 2013. The deadline for submitting appeals for students hoping to change majors into General Studies is January 17, 2013.

**What are the scholastic and ‘hold’ rules for General Studies majors?**

Many General Studies and Blinn TEAM majors whose GPA is less than 2.0 are sent an e-mail and a letter within one week after grades are posted to inform them there is a hold on their registration from continuing in General Studies, which means their schedules could be dropped unless an appeal is approved.

**Can I post my First Year Grade Exclusions?**

Not until after your appeal is reviewed and approved. We will calculate the possibility that you can exclude 1-3 grades into consideration during the review.

Students are only allowed to enroll as a GEST major for one or two fall/spring semesters. The ability to enroll for the second full semester may be determined by midterm and final grades, total hours, and the identification of a realistic major.

**How can I appeal?**

You may submit an appeal online. Do not forget to scan, fax or mail relevant documentation. Our fax number is 979-845-2873. Make sure your name and UIN are written on every page of any document you submit.

**What if I am not currently a General Studies major?**

If your cumulative TAMU GPR is below a 2.0, you will be required to file an appeal to be considered for continued enrollment in General Studies. About 60-70% of appeals are accepted. If your appeal is accepted, be aware that you may be required to meet with an advisor before your next semester’s schedule will be approved, and you may not be allowed to take courses that have given you difficulty in the past. Until your appeal has been accepted and courses approved, your old major has the authority and ability to drop your classes for the next semester.

**Must I designate a specific desired major?**

Yes. It must be a major with GPA requirements you can reach within one or two semesters as a GEST or TEAM major. Change of major requirements for various majors are listed at [http://gest.tamu.edu/Main/gpr.pdf](http://gest.tamu.edu/Main/gpr.pdf). If you need help projecting your future GPA, you may want to use the GPA Calculator at [http://gest.tamu.edu/main/gpa/gpacalculator.aspx](http://gest.tamu.edu/main/gpa/gpacalculator.aspx).
What if I have 45+ hours?

Students must have a realistic plan for gaining entry to a major. If you have posted semester GPA’s of 1.6, 1.75 and 2.1, and to gain access to a desired major you will have to post a 2.80 for two semesters or a 3.25 for one semester, that is not realistic. If the grades that hurt your GPA are in courses that won’t be required in your next major, that will be taken into account. *Students with 45+ hours may only be allowed one semester in GEST.*

How are appeals evaluated?

The General Academic Programs appeals committee considers each student’s individual circumstances. This includes the size of the grade point deficiency, total hours, circumstances beyond the student’s control, corrective measures taken by the student, and whether or not the circumstances will still be present the next semester. There must be a clear connection made between the dates of the circumstances and the chronology of assignments and exams. Students with small grade point deficiencies are more likely to have an appeal approved than students with large deficiencies. However, if a student is not making appropriate progress toward graduation by timely and successful completion of courses, even a student with a small grade point deficiency can be blocked.

What are considered extenuating circumstances?

These can vary. However, there are some questions we always ask when we consider an appeal:

- Are most students able to perform academically despite similar circumstances?
- Were the circumstances really beyond the student’s control? Pain and emotions are real, but they can be managed at certain levels.
- Were the extenuating circumstances present during the last semester? Circumstances during previous semesters may provide historical context, but only those during the previous semester are considered grounds for an appeal.
- What evidence is there that the student tried to correct or control the circumstances in a timely way?
- Did the student interact with staff or faculty who could help you or make allowances in a timely way?
- Did the student exercise options such as Q-drops, withdrawals, or changing a KINE grade to S/U?
- Will the circumstances be resolved before next semester?
Is documentation required?

All extenuating circumstances must be verified by written documentation from an appropriate professional. If there is no documentation, those circumstances will NOT be considered.

How much documentation should be provided?

Enough documentation should be provided to show evidence of an event and/or diagnosis, resolution of the event, suggested treatment for health problems, and dates of treatment. A letter or slip from a doctor that does not include a diagnosis and dates of appointments/treatment is not sufficient documentation. On the other hand, please DO NOT submit excessive documentation. Even with complicated situations, 6-8 pages should be the maximum documentation submitted.

Can I submit an appeal to more than one major?

Yes. If you submit an appeal and it is approved, we will change your major to General Studies. If you have filed an appeal with your previous major and do not yet know the outcome, you still must file an appeal to be considered for General Studies no later than the deadline. If you find out later that your appeal was accepted by your previous department, they can change your major back to that designation.

When should you appeal?

You should appeal on-line as soon as possible once final grades appear in HOWDY. There will be a link on the homepage for General Academic Programs. The form will not be available on-line until grades are posted in COMPASS.

When will I get an answer?

You should be e-mailed a response with the outcome by the third work day after your appeal and documentation was submitted.