**Dept of Computer Science Appeal Form**

***To fill out this form, open as a Microsoft Word document***

**Please read carefully** (Filling out the form incorrectly will delay processing)

Use this form if you would like to appeal/address an issue, concern, or circumstance to the Chair of the Department of Computer Science. You should first discuss your concern with your instructor.

* Please allow at least **48 hours** for the chair to review your request. Some special cases may require a longer processing time.
* After the chair has reviewed this request, the office will contact you with a decision, or a meeting request for further discussion.
* Falsifying information on this form is a violation of the Texas State University Honor Code.

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| **Name:** Last Name, First Name | **Tx State ID:** Enter your A number here. |
| **Tx State Net ID:** Click to enter text. | **Today’s Date:** Click to enter a date. |
| **Current Classification:**  Choose an item. | **Major:** Click to enter text. |
| **Have you discussed your concern with the instructor?**  Choose an item. | **Instructor’s Name:** Click to enter text. |
| **CS Course # for appeal:**  Click here to enter text. | **Section # for course:**  Click to enter text. |
| **CS CRN # for the course (5 digits):**  Click here to enter text. | **Semester and Year of course taken:**  Enter Semester/Year |

**If an appointment is needed, please list 2 preferred days/times.**

**1.** Enter preferred day/time.

**2.** Enter preferred day/time.

Please be specific and note your concern. \*Use correct grammar, punctuation and spelling:

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| --- |
| Click here to enter text. |

Please detail your attempts to first resolve this issue with your instructor. \*Use correct grammar, punctuation and spelling:

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| Click here to enter text. |

Please note your desired outcome of this appeal:

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| --- |
| Click here to enter text. |

* **Attach additional documentation that may be needed for the Chair’s review of this concern.**
* **Please save this form and send it from your TxSt email address, along with any supporting documentation, to** [**GRP-cs-appeals@group.txstate.edu**](mailto:GRP-cs-appeals@group.txstate.edu)**.**