



TEXAS SOUTHERN UNIVERSITY

PROTOCOL

The seal of Texas Southern University, featuring a five-pointed star in the center, surrounded by a circular border with the text "TEXAS SOUTHERN UNIVERSITY" and "Est. 1927".

FOR REPORTING STUDENT ISSUES IN ACADEMIC AFFAIRS

Students with issues involving Academic Affairs are asked to follow the procedure as outlined below:

1. Talk to your **academic advisor** located within your college or department.

2. Seek assistance from the **department head** in your academic area.

3. If the matter is **not resolved** to your satisfaction, make an appointment to meet with the **dean of the college or school** tied to your major.

4. You can seek assistance from the **Academic Ombudsman** – 304-F Hannah Hall, **713-313-7040**. This office can serve as a mediator to resolve student issues.

5. If the issue continues or is not resolved, contact the **Provost's Office**, 304 Hannah Hall, to schedule an appointment. *When scheduling a meeting with the Provost, be sure to give details about the nature of your visit.*

www.tsu.edu/academics/ombudsman