Admission Appeal Process
MS in Nutrition Program
in the Department of Nutrition, Hospitality & Human Services of the
College of Education and Human Development

Prospective students who have been denied admission to the College of Graduate Studies have the right to appeal the decision—which first goes to the Department Level. If the appeal is successful, the student must be willing to enter the program under a conditional acceptance and must show mastery of the content of the first three courses with a minimum of a 3.0 grade-point average to remain in the program. Appeals must be submitted within 30 days of the admission decision. Beyond 30 days, students will need to reapply to the program through ApplyTexas.

Steps for Appealing the Admission Decision

**Step 1: Write and submit the letter listed below.** The program director and department chair review the appeal documents.

**Document:** Write a letter of appeal using Microsoft Word that outlines the reasons for your appeal. Highlight any qualifications that contribute to one or more of the following areas:

- Career goals and objectives and relevance to the program
- Aptitude for graduate-level study
- Technological competence and computer literacy
- Communication skills
- Willingness to look at self introspectively
- Commitment to self-development
- Knowledge of the field
- Experience in the community

Send the letter via email to amy.shows@lamar.edu and jill.killough@lamar.edu

**Step 2: Await the Response**
Candidates will receive an email within 2 business days confirming that the appeal has been received and the date of the appeal review. Appeals are reviewed on the Department Level within 5 business days for a final decision by the College Student Relations Committee (if needed) within 10 business days.

**After the Decision**
Candidates who have been reviewed by the committee will receive an email notice of the final admission decision.

If the decision is to overturn the admission decision and accept the student to the program, the student must be willing to take the first three courses under a conditional acceptance and score an overall 3.0 GPA within this time frame in order to be fully admitted to the program.

If the decision to deny admissions is upheld, the appeal moves to the college level. The college committee considers appeals on an individual basis and makes recommendations to the dean of graduate studies. See: [https://www.lamar.edu/catalog/graduate-admission/index.html](https://www.lamar.edu/catalog/graduate-admission/index.html)

If the decision is to uphold the admission decision not to admit, students have the opportunity to reapply after one calendar year.

**For questions, please contact:**
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