

**Effective:** October 1997

**Academic Policy  
ACADEMIC APPEALS**

**Approved:** October 1997

Reviewed: May 24, 2007

Revised: December 19, 2003, Deans' Council

November 18, 2003, Faculty Senate

Revised: July 16, 2008, Deans' Council

February 13, 2009, APSCUF Meet and Discuss

The following procedures must be followed by students challenging academic determinations or when they encounter a problem with an academic affairs process. Appeals dealing with Academic Dismissal from the University, violations of the Academic Honesty Policy or violations of the Student Code of Conduct are handled by separate processes.

**Academic Determination**

When a student disagrees with an academic determination by a faculty member the student and the faculty member must meet, within 30 days of the release of the academic determination, to discuss the disputed issue and attempt, in good faith, to resolve the matter. The student has the responsibility to contact the faculty member so that the meeting can be arranged. If the student and faculty member are unable to meet within the specified time period, the student must contact the faculty member's Department Chair within 10 calendar days of the above time period to move to the next phase of the appeal.

If the student and the faculty member are unable to mutually resolve the dispute, the student must file a written appeal with the faculty member's Department Chair within 10 calendar days of the student/faculty member discussion. The student is advised to set forth in detail the basis for the appeal and provide written documentation in support of the appeal. The Department Chair will request a written statement from the faculty member and may meet with the faculty member as well. The Department Chair will review the appeal and any supporting documentation and then meet with the student. The Department Chair will notify the student and the faculty member of his or her decision within 10 calendar days of receipt of the appeal.

If the Department Chair's decision does not resolve the dispute, the student may submit a written appeal with the appropriate School Dean within 10 calendar days from the date of the Department Chair's decision. The student should include any written documentation in support of the appeal. The School Dean will request a written statement from the faculty member and may meet with the faculty member as well. The School Dean will review the appeal and any supporting documentation and will meet

with the student. The School Dean will notify the student, the Department Chair and the faculty member of his or her decision within 10 calendar days of receipt of the appeal. The decision of the School Dean is final and not subject to further review.

### **Academic Affairs Process**

When a student encounters a problem with an academic process at the University (i.e., transfer of credit from another institution, missing or incomplete information in a student record, etc.), the student should attempt to resolve the problem by contacting the staff member, or appropriate administrative office, within the division of Academic Affairs within 30 days of identifying the error. The student and the staff member must discuss the disputed issue and attempt, in good faith, to resolve the matter.

If the student and the staff member are unable to mutually resolve the dispute, the student must file a written appeal with the staff member's supervisor within 10 calendar days of the student/staff member discussion. The student is advised to set forth in detail the basis for the appeal and provide written documentation in support of the appeal. The supervisor will request a written statement from the staff member and may meet with the staff member as well. The supervisor will review the appeal and any supporting documentation and then meet with the student. The supervisor will notify the student and the staff member of his or her decision within 10 calendar days of receipt of the appeal.

If the supervisor's decision does not resolve the dispute, the student may submit a written appeal to the Associate Provost for Academic Administration within 10 calendar days from the date of the supervisor's decision. The student should include any written documentation in support of the appeal. The Associate Provost will request a written statement from the staff member and may meet with the staff member as well. The Associate Provost will review the appeal and any supporting documentation and will meet with the student. The Associate Provost will notify the student, the supervisor, and the staff member of his or her decision within 10 calendar days of receipt of the appeal. The decision of the Associate Provost is final and not subject to further review.