# Academic Appeals Form

## Appeal Procedure

If you feel you have been treated unjustly in academic matters, it's necessary to seek discussion with the faculty member(s) and/or program director(s). If a satisfactory resolution is not reached and if applicable to your situation, you can file a formal academic appeal.

To commence the process, you'll need to submit the formal Academic Appeals Form within five (5) business days of receiving official notification of the academic matter in question. An accepted form will be directed to the Academic Dean who supervises the faculty member or academic program in question. If unresolved, the Academic Dean will forward the appeal to the Faculty Affairs Committee for further review.

The Faculty Affairs Committee Review Panel has five (5) business days to review the submitted information and schedule a review hearing. After the hearing is conducted, the Vice Chancellor for Academic Affairs is responsible for making the final decision on the appeal.

## Eligibility

This appeals procedure applies to situations concerning fairness/accuracy of final course grades and/or official academic dismissal from an academic program. If you have not communicated your concern with the appropriate faculty member(s) and/or program director(s), please seek out this initial step before filing an official appeal.

While the formal academic appeal is in process, you have the option to continue participating/attending classes or coursework relevant to the appeal until a final decision is made. If you wish to continue participating, you'll need to complete the Academic Continuation Form within the same three (3) business days from the Dean’s official determination.

## Student Information

Name: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

Major/Program: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

## Academic Information

Academic Advisor: Click or tap here to enter text.

Term: [ ]  Fall [ ]  Spring [ ]  Summer

Year: Click or tap here to enter text.

## Reason for Appeal

* Please describe in detail the reasons why you are filing this academic appeal.

Click or tap here to enter text.

**Previous Attempts to Resolve the Issue**

* Please list the faculty member(s) and director(s) you have communicated with concerning this situation and how that communication took place?

Click or tap here to enter text.

* Concerning this appeal, how many times have you communicated with each of these individuals?

Click or tap here to enter text.

* In detail, what has been the response you have received?

Click or tap here to enter text.

* Specifically, why was this response unsatisfactory to you?

Click or tap here to enter text.

**Desired Outcome**

* From your view, what resolution are you seeking in response to this appeal?

Click or tap here to enter text.

## Attach Supporting Documents

Please attach supporting documentation that you have for your appeal. Failure to submit documentation could result in your appeal being denied due to lack of evidence to support your claim.

Examples of documentation that might support an academic appeal are listed below.

Please note that other documentation not listed here might also be useful in your specific case and should be included.

1. Messages (emails, Blackboard messages, Teams messages, etc.) between the student and faculty/director or any other emails that are applicable to this appeal.
2. Course syllabus highlighting the relevant sections to this appeal.
3. Grading rubrics used on course assignments in question within this appeal.
4. Graded assignments, tests, or other assessments that influenced this appeal.
5. Handbooks, instructions, or announcements provided in a course or program that are applicable to this appeal.
6. Course materials provided (including course readings, official videos/recordings provided within the course, etc.) that are applicable to this appeal.

## Impact Acknowledgement

[ ]  Upon the submission of your academic appeal form and relevant documents, your official appeal will be reviewed under the guidelines outlined in UACCB Operating Procedure 592.0. The formal academic appeals process timeline starts the first business day after the submission of the Academic Appeals Form and is completed within 30 business days. Decisions on the appeal will require coordination between the Academic Dean, Faculty Affairs Committee, and the Vice Chancellor for Academic Affairs.

During this entire process, you remain responsible for both academic requirements and financial obligations. The submission of this academic appeal form does not guarantee approval, and the final decision is at the discretion of the Vice Chancellor for Academic Affairs.

## Signatures and Approvals

Student: Date:

Academic Dean: Date:

Faculty Affairs Committee Chair: Date:

Vice Chancellor for Academic Affairs: Date: