



Academic Appeals Process Campus Procedure 592.0 Academic Affairs

I. Purpose and Scope

The purpose of this procedure is to outline the procedures and guidelines for receiving, documenting, and resolving academic appeals originating from a student. This operating procedure must work in concert with other grievance procedures outlined in the student handbook and college catalog.

II. Definitions

Academic Appeal: A formal process through which a student can request a review of an academic decision that directly affects their academic progress, grades, or disciplinary status.

Grounds for Appeal: The valid reasons for which a student may submit an academic appeal. These are outlined within the procedure below.

Informal Resolutions: The steps a student would take before filing an official academic appeal.

III. Procedure

When a student feels they have been treated unfairly in any academic matter, they should first discuss their concern with the faculty member(s) and/or program director(s) whose action is in question. If this discussion does not reach a satisfactory resolution and the action concerns a final course grade and/or official dismissal from an academic program, the student can file an official academic appeal.

To file a formal academic appeal, the student will need to submit the formal Academic Appeals Form [Student Forms | University of Arkansas Community College | Batesville, AR \(uaccb.edu\)](https://uaccb.edu/StudentForms) providing details of the appeal. To be considered for review, a formal academic appeal form must include all required information outlined in the form and must be submitted within five (5) business days of the official date of the posted final grade or official date of the notification of the academic dismissal. Submissions not providing the required information or not submitted within the designated time frame will not be accepted or considered.

Following the submission of an accepted form, the form will be routed to the Academic Dean who supervises the faculty member teaching the course or academic program in question. The Academic Dean will review the provided information and work with the faculty member(s) and/or program directors to collect any supplemental information related to the situation.

- a) Within three (3) business days of the receipt of the official appeal, the Academic Dean must provide both the student and the faculty member or applicable program director an academic appeal determination using official institution email addresses for all parties. This academic appeal determination must include:
 - 1) explanation of and/or basis for the decision
 - 2) any remedial steps required (if applicable)
 - 3) process/steps for moving forward.
- b) If the Academic Dean is identified as the instructor of record or originated the academic dismissal, the form will be routed to the Vice Chancellor of Academic Affairs, who will make the required determination.
- c) Both the student and faculty member or program director are required to reply via email within three (3) business days to Academic Dean with an agreement or refusal of the Dean's determination.
- d) If, in the required replies, both the student and faculty member/program director agrees with this determination, the appeal will be considered closed. If, in the required replies, the student or faculty member/program director does not agree/refuses this determination, the Academic Dean will forward the information to the Faculty Affairs Committee (group membership discussed below) so that a hearing can be scheduled. Failure by the student or faculty member/program director to provide the required



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email response during the established time frame will constitute that party's agreement with the Academic Dean's determination.

- e) Students responding with a refusal of the Dean's final determination and who plan to continue participating/attending during the duration of the appeal process must complete the Academic Continuation Form within the same three (3) business days from the Dean's official determination.

Once forwarded to the Faculty Affairs Committee, a Review Panel of five members (breakdown provided below) has five (5) business days to review the submitted information and schedule a review hearing or submit an official request to the appropriate parties for additional information/documentation. A hearing must be completed within 10 business days of the Review Panel receiving the appeal information for review.

- a) In a review hearing, the Review Panel will invite the student, faculty member(s), and Academic Dean to attend and can ask each of these individuals questions about the appeal. Hearings can be held in-person or virtually using a campus platform.
- b) The student will be allowed to bring one personal support person with them to the meeting, but that support individual will not be allowed to ask/answer questions during the hearing.

After the conclusion of the review hearing, the Review Panel has one (1) business day to email their findings on the appeal's merit and their recommendation to the VC of Academic Affairs.

Upon review of the Review Panel's finding and recommendation, the VC of Academic Affairs has one (1) business day to make a final decision on the appeal and officially notify the student and the faculty and/or program director(s) of that final decision.

The full Academic Appeals Process will be completed within 30 business days with the timeline starting the first business day after the Academic Appeals Form has been submitted.

All written communication between parties involved in these actions will be made using UACCB official email addresses.

IV. Related Information

The Academic Appeals Form and the Academic Continuation Form can be obtained at [Student Forms | University of Arkansas Community College | Batesville, AR \(uaccb.edu\)](https://uaccb.edu/student-forms)

Formal academic appeal actions are available in only two cases 1) questions of fairness/accuracy of final course grades and/or 2) official academic dismissal from an academic program. While a formal academic appeal is in process, the student will be allowed to choose to continue participating/attending classes or coursework related to the appeal until a final determination is made. Students making this choice will need to complete the Academic Continuation form available at [Student Forms | University of Arkansas Community College | Batesville, AR \(uaccb.edu\)](https://uaccb.edu/student-forms).

Actions related to discrimination or other grievances that have a separate procedure or policy should be pursued based on the steps outlined in the appropriate procedure or policy. Actions related to all other academic concerns can be filed using the Academic Complaint Log procedure.

The Faculty Affairs Committee will identify six faculty members selected through Faculty Senate and three students selected through Student Government to serve on a Review Panel pool. The membership of the Review Panel pool will serve from July 1 through June 30 and will be required to attend a training session to understand how the Academic Appeals process works.



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A Review Panel will consist of three faculty members and two students from the larger Review Panel pool. To ensure impartiality, the faculty chosen for the review panel will not be assigned to the same academic department involved in the action. Students assigned to the review panel must not be enrolled in the same courses or academic program as the student making the appeal. In cases where conflicts occur in seating members for a Review Panel, the Vice Chancellor for Academic Affairs can make appropriate substitutions.

Academic Deans are responsible for the initial determination of submitted academic appeals forms and will forward refused determinations to the Faculty Affairs/Review Panel. The Review Panel is responsible for determining merit and making a recommendation to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs is responsible for making a final decision on all Academic Appeal actions. All documentation of academic appeals will be archived under the direction of the Vice Chancellor for Academic Affairs.

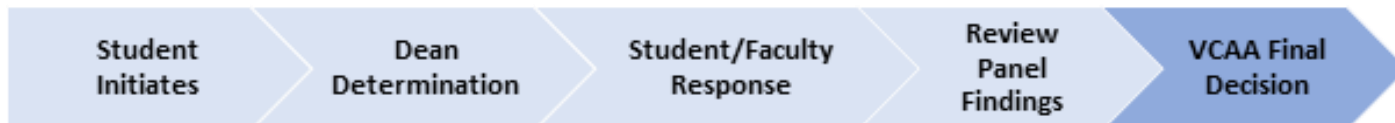
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V. Revision History

Effective Date: 8-9-23

Revised Date:

Review Date:



Responsible Party:	Action To Be Taken and Timeline for Each Action Step:
Student	<ul style="list-style-type: none">• Contact faculty/program director to discuss final grade or program dismissal.• File official Academic Appeal within 5 business days of the official date of the final grade or program dismissal.
Dean	<ul style="list-style-type: none">• Provide notification to student/faculty of official determination within 3 business days of receiving appeal.
Student	<ul style="list-style-type: none">• Reply to Dean with agreement or refusal of determination within 3 business days of determination notification.• Complete the Academic Continuation Form if choosing to continue participating/attending during the appeal process.
Faculty/Program Director	<ul style="list-style-type: none">• Reply to Dean with agreement or refusal of determination within 3 business days of determination notification.
Academic Appeal will be closed if both student and faculty/program director agree with the Dean's determination. If not, the process will be forwarded to the Faculty Affairs Committee Review Panel.	
Review Panel	<ul style="list-style-type: none">• Review materials then schedule hearing or request additional information within 5 business days of receiving appeal.• The hearing must be conducted and completed within 10 business days from the date of receiving the appeal.• Findings of completed hearing must be emailed to VCAA within 1 business day of the hearing conclusion.



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- Notify the student and faculty/program director of the final decision of the appeal process within 1 business day of receipt of the Review Panel's findings.

Academic Appeal Process will be completed within 30 business days with the timeline starting the first business day after the Academic Appeals Form has been submitted by the student.