



Academic Appeals and Academic Misconduct Appeals Procedures

Applications for a formal academic appeal are available in the Office of the Registrar. In order to ensure an appeal process that is fair and timely to all parties involved, the following procedure is in place for academic appeals.

- If the student wishes to file a formal concern regarding classroom procedure, the process starts with step 1a below.
- Should the faculty member find a student subject to academic misconduct as defined in the university catalog, the process starts with step 1b below.
- If a student wishes to raise grounds for challenging a specific academic policy of the University, not the resolution of an academic matter with a faculty member or other responsible person, the appeals process begins with step 7 below.

Upon receipt of a formal written appeal in the Office of the Registrar, the procedure below will be followed.

1a. The student should schedule a conference with the faculty member (or other individual directly responsible) within 14 calendar days after the posting of grades. The faculty member (or other individual) may resolve the problem at that point. (Skip to step 2.)

1b. If there are reasons for a faculty member to believe that a student has engaged in academic misconduct, the faculty member shall notify the student of the charges. The student should contact the faculty member within 14 calendar days after the posting of grades to arrange a conference with the faculty member.

2. If the faculty member is unavailable, the student shall notify the dean of the appropriate college in writing within seven additional calendar days that he/she is seeking a conference with the faculty member. The conference shall be held at the earliest possible convenience of the faculty member and the student.

3. If the matter is not resolved to the satisfaction of the student, he/she may submit a written appeal to the dean of the appropriate college (and the chair of the appropriate department, if applicable) within seven calendar days of the conference.



4. The dean of the appropriate college (and the chair of the appropriate department, if applicable) shall schedule a conference with the student and/or other involved persons within seven calendar days of receiving the appeal from the student.
5. The dean shall notify all parties in writing of his/her decision within seven calendar days after the conference.
6. If the student believes the decision of the dean is unwarranted, he/she may appeal to the appropriate undergraduate or graduate Academic Appeals Committee in writing within seven calendar days after receipt of the decision of the dean.
7. The Academic Appeals Committee shall establish a regular monthly meeting date for the purpose of hearing appeals. The date shall be published in all appropriate university publications. The deadline for filing an appeal shall be one week prior to a meeting. Appeals filed after the deadline will be heard at the next meeting of the committee. All parties involved shall be notified of the meeting date at which the appeal will be heard and given the opportunity to be present.
8. The Academic Appeals Committee shall notify all parties in writing of its decision within seven calendar days.
9. If a student believes the decision of the Academic Appeals Committee is unwarranted, he/she may appeal to the Provost in writing within seven calendar days after receipt of the decision of the Academic Appeals Committee.
10. If requested, the Provost shall schedule a conference with the student and/or other involved parties to be held within 14 calendar days of the receipt of the student's appeal.
11. The Provost shall notify all parties in writing of his/her decision within 14 calendar days after the conference.

Note 1: *The Academic Appeal and Academic Misconduct Appeal Procedure is an internal academic process of the University and legal counsel may not participate in any conference or hearing.*

Note 2: *Faculty members have the same right of appeal as the student at each stage of the above process.*