

# Academic Appeals Process Flowchart

## **DECANAL:**

**Divisional Level**  
Each Division has an appeal / petition process. See your [Division's Website](#)

**Student's Academic Petition or Appeal heard at Various Levels Within [Faculty/Division](#)**

**Remedy Not Granted**  
Division does not grant remedy sought by Student.

**Remedy Granted**  
Division grants remedy sought by Student. Matter resolved within Division.

**Student Does Not Appeal Division's Decision**

**Student Appeals Division's Decision**  
Student has exhausted ALL appeal opportunities within Division and decides to bring matter to Governing Council level: Academic Appeals Committee.

## **DECANAL:**

**Divisional Level**  
Each Division has an appeal / petition process. See your [Division's Website](#)

**Appeal**

**Student Files Notice of Appeal with ADFG**  
Student completes Notice of Appeal [form](#). Student compiles *all* [materials](#) that he or she intends to rely upon at the hearing. *Complete* Notice of Appeal package submitted to ADFG within 90 calendar days of the Division's decision.

**ADFG Acknowledges Receipt of Student's Appeal Package**  
ADFG notifies Student via email.

**ADFG Notifies Division**  
ADFG notifies Division of the appeal via email and sends a copy of the Student's complete Notice of Appeal package. The Division compiles *all* [materials](#) it intends to rely upon at the hearing and submits those materials with a formal written Response. *Complete* Response package submitted to ADFG within 60 calendar days from when ADFG forwards the Appeal package to the Division.

**ADFG Forwards Division's Response**  
ADFG provides the Student with a copy of the Division's Response package. Student has two weeks to send ADFG a formal written [Reply](#).

**ADFG Forwards Student's Reply**  
ADFG provides the Division with a copy of the Student's written Reply.

**Scheduling the Hearing**  
ADFG contacts the Student and Division, convenes a panel, provides the panel with a copy of the Notice of Appeal package, Response package and Reply package, and advises the parties of the hearing date, time and location in writing by issuing a Notice of Academic Appeal Hearing.

**Academic Appeal Hearing**  
See page 2

# Academic Appeals Process Flowchart

**DECANAL:**  
**Divisional Level**  
**(continued)**

**GOVERNING**  
**COUNCIL:**  
**Academic Appeals**  
**Committee**  
[\*Academic Appeals\*](#)  
[\*Committee Terms of\*](#)  
[\*Reference\*](#)

