

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.

Appeal

Student Files Notice of Appeal with ADFG

Student completes Notice of Appeal [form](#). Student compiles *all* [materials](#) that they intend to rely upon at the hearing. [Complete Notice of Appeal package](#), **including an electronic copy of all materials, including attachments**, 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 completes [Notice of Response form](#). [Complete Response package](#), **including an electronic copy of all materials, including attachments**, submitted to ADFG within 60 calendar days from when ADFG forwards the Appeal package to the division.

Division's Response

Division provides the student and ADFG with a copy of the Division's Response package. The student has fourteen calendar days to provide the Division and ADFG formal written [Reply](#) (**consisting of an electronic copy of all materials including attachments**)

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

GOVERNING COUNCIL:

Academic Appeals Committee

Academic Appeals Process Flowchart

GOVERNING

COUNCIL:

**Academic Appeals
Committee**

[Academic Appeals
Committee Terms of
Reference](#)

