# Academic Appeals Process Flowchart

DECANAL:
Divisional Level
Each Division has an
appeal / petition
process. See your

Division's Website

Student Does Not Appeal Division's Decision

# 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 <u>Faculty/Division</u>

## **Remedy Not Granted**

Division does not grant remedy sought by Student.

#### **Remedy Granted**

Division grants remedy sought by Student. Matter resolved within Division.

## 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 <u>form</u>. Student compiles *all* <u>materials</u> that he or she intends to rely upon at the hearing. *Complete* Notice of Appeal package, **including 5 hard copies and 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 compiles *all* materials it intends to rely upon at the hearing and submits those materials with a formal written Response. *Complete* Response package, including 5 hard copies and 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.

### **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 (consisting of 5 hard copies and an electronic copy of all materials including attachments)

#### **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

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