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

Academic Appeals Process Flowchart

