Academic Appeals Process Flowchart

**DECANAL:** Divisional Level
Each Division has an appeal / petition process. See your Division's Website

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

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**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, 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 Appeal Hearing
A panel of three (3), consisting of a legally qualified Chair (lawyer), a teaching staff member and a student member.

Final Decision
ADFG releases the panel’s written reasons.

Remedy Granted
The Division or College’s Registrar will adjust the student’s record accordingly. Matter ends within the University.

Remedy Not Granted
Student’s academic record will remain the same. Matter ends within the University.