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

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 Appeals Process Flowchart

**DECANAL:**
Divisional Level
(continued)

**GOVERNING COUNCIL:**
Academic Appeals Committee

*Academic Appeals Committee Terms of Reference*

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**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.