

REPLY FORM

ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL

INSTRUCTIONS

Please read the following instructions before you fill out and submit the Reply Form:

Student's Reply to Division's Response

Filing a reply is not required. If you choose to reply to the division's response to your academic appeal, you must file your Reply Form with the Secretary of the AAC (via the Office of Appeals, Discipline and Faculty Grievances (ADFG Office), with a copy to the division, no later than 5:00 p.m. EST on the deadline specified by the ADFG Office following receipt of the division's response.

For further details, please see the FAQ section on the ADFG Office's website relating to Part 4 of the AAC's Rules of Practice and Procedure "Calculating Time."

Contact Information

The mailing address and email address used to communicate with you are the addresses that you provide on the response form. If you retain legal counsel or representative, please advise the ADFG Office immediately so that the ADFG Office can communicate directly with your counsel or representative.

Documentation

You **MUST** attach the following documentation to your Reply Form. The reply package is not considered complete until the required documentation is submitted. Please note that your reply can only address new information/material that the division has raised in its Response. It does not repeat arguments that were raised in the initial Notice of Appeal. Please check off each item to ensure that your response is complete:

- ☐ A statement that identifies the new issue(s) raised by the division and your submissions relating to the new issue(s). Please note that the submissions (i.e., your arguments, not evidence) must not exceed 40 pages and must be double-spaced, unless the Senior Chair or a chair assigned to this appeal permits otherwise.
- ☐ If applicable, a copy of materials relating to the new issue(s) (if these materials were not previously submitted).
- ☐ A copy of your signed and completed reply form (2 pages including the instruction page, your submissions, and all supporting documentation in **ONE electronic file in PDF format including bookmarks with corresponding titles, a table of contents, and page numbers. When adding page numbers, please use the "bates" numbering tool in Adobe Acrobat.**

Please send your completed and signed reply and all supporting documentation c/o the Secretary of the AAC, and to the person in ADFG who sent you the reply letter due date, as well as all others copied on that email.

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Name

Have You Retained Legal Counsel or Other Representative? YES: ☐ NO: ☐

Name of Counsel/Representative

Telephone Number of Counsel/ Representative

Email Address of Counsel/ Representative

Name of Law Firm (if applicable)

SIGNATURE OF APPELLANT: _____

DATE SUBMITTED: _____

