

ACADEMIC APPEAL CHECKLIST AND PROCESS

Getting ready to file an academic appeal? Use this checklist to ensure you have taken the necessary steps and understand the appeal process. This checklist is to be submitted with the completed Formal Academic Appeal Process and documents.

For the informal process, please refer to the Faculty Senate Policy procedures, as stated below:

A student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision.

1. Review the UAF Appeal of Academic Decisions other than grades form. [The form is available through the Office of the Provost.]
2. Notification must be received by the academic leader within **15 class days after the beginning of the next regular semester.**
3. The academic leader notifies the dean that an action has commenced. The dean notifies all relevant parties that an informal review has begun.
4. If the student wishes to appeal an academic decision, the student should work with their committee chair, department chair, associate dean, and dean as necessary to resolve the academic decision. The dean makes the final decision and provides a report to the student and to the affected parties within 10 class days.
5. There may be extenuating circumstances when the deadlines cannot be met due to illness, or other situations over which the student may have no control. In such a case, upon request from the student, the academic leader, after review of supporting documentation provided by the student, may recommend to the appeals committee that the deadlines be adjusted accordingly. At the discretion of the academic leader, an extension of the deadline will be limited to one semester but every effort should be made to complete the appeal process within the current semester.
6. If the student wishes to appeal the decision of the academic leader, the student can file a formal appeal with the Office of the Provost.

For the formal appeal process:

To begin a formal appeal, submit the appeal form with signatures along with all relevant documentation and Evidence to the Provost's Office. Provide a copy to the dean/director of the college the course is offered under.

- Provide the form along with the documents to the Dean of the College (for graduate students, provide a copy to the Graduate School Dean's Office) within **15 class days** of the next regular semester in using the provided form.
- Required documentation includes:
 - Academic appeal form with signatures.
 - Formal notification of dismissal from the academic program from either the academic college, or the UAF Graduate School office, or the Office of Admissions).
 - Personal statement regarding reason for appeal. This should explain why you are appealing, and your previous attempts to resolve the issue prior to submitting this appeal. Please explain what the department chair/department/dean did that meets the academic other than grades appeal definitions of arbitrary and capricious as the grounds for your appeal. If possible, propose solutions and compromises. Attach the document to this form.
- **Suggested documentation may include but is not limited to:**

- Any other relevant course materials
- Correspondence between yourself, instructor, department chair, committee chair, and any others involved, related to reason why you are appealing the dismissal from the program.
- Timeline of issues related to the appeal
- Other documents that support the reason you are appealing the academic.