



# Academic Due Process Procedure

All underlined information below is taken directly from the Academic Information section of the UA - Pulaski Technical College catalog.

UA - Pulaski Technical College recognizes that both students and faculty have academic rights and sets forth the following academic appeals procedure. Appeal of a grade must be made by the student directly affected and be made during or immediately following the conclusion of the course involved. Immediately, here, means before the beginning of another semester or term.

## Student Information:

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Phone #1 \_\_\_\_\_ Contact Phone #2 \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The following steps are to be followed for appeals related to academic matters, such as differences of opinions on grades, assignments, attendance, or classroom procedure.

---

**Please note: Steps one through three are the initial steps of academic due process.**

---

## Step One—Student and Instructor Meeting

1. The student meets with the faculty member regarding any classroom problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.

The student should prepare a typed statement about the problem to be addressed and the requested remedies and attach it to this form, along with any applicable supporting documents.

After preparing the written statement, the student must meet with the instructor in order to attempt to resolve the issue. The student is required to schedule and complete a face-to-face, outside of classroom conference with the instructor before speaking with the department chair/program director or dean. At this meeting, the instructor should sign below.

The only exceptions to skipping step one are instances of harassment and/or endangerment. If the student feels that the problem is an exception, it should be detailed in the written statement and the student should proceed to step two.

**Instructor/Course Information:**

Name of Instructor (Please print) \_\_\_\_\_

Course Name and Time \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLVED

UNRESOLVED

If the problem is resolved at this step, the instructor will attach an explanation of the resolution to this form, complete with signatures of both student and instructor. The completed form should then be submitted to the division dean. If the problem is not resolved, the instructor will provide a signed explanation, attach it to this form, and send all originals to the department chair/program director. The instructor will provide the student with copies of all documentation to this point including the form marked unresolved and retain a copy for his/her records.

**Step Two—Student and Department Chair/Program Director Meeting**

**2. If agreement cannot be reached between the student and faculty member, the student contacts the department chair/program director for mediation. The department chair/program director should talk with the student and faculty member and may choose to call a meeting of all parties involved in order to reach an agreement.**

If the problem is not resolved at step one and the student wishes to move to the next step, he/she should contact the appropriate department chair/program director to schedule an appointment. The department chair/program director will contact the parties involved. At this meeting the student may provide any additional documentation or rebuttal statements about the instructor’s decision.

Chair/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLVED

UNRESOLVED

If the problem is resolved at this step, the chair will attach an explanation of the resolution to this form, complete with signatures of student, instructor, and chair/program director, and submit it to the division dean along with all documentation. If the problem is not resolved, the department chair/program director will provide a signed explanation, attach it to this form, and send all originals to the dean. The department chair/program director will provide the student with copies of all documentation to this point including the form marked unresolved and retain a copy for his/her records.

**Step Three—Student/Dean Meeting**

**3. If the student wishes to appeal the decision of the department chair/program director, the student may appeal to the dean.**

If the problem is not resolved at step two and the student wishes to move to the next step, he/she should contact the appropriate division dean to schedule an appointment. The dean will contact the parties involved. At this meeting the student may provide any additional documentation or rebuttal statements about the department chair/program director’s decision.

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

RESOLVED

UNRESOLVED

If the problem is resolved at this step, the dean will attach an explanation of the resolution to this form, complete with signatures of all parties. If the problem is not resolved, the dean will provide a signed explanation, attach it to this form, and send all originals to the Chief Academic Officer. The dean will provide the student with copies of all documentation to this point including the form marked unresolved and retain a copy for his/her records.

### **Continued Appeals Process—Chief Academic Officer**

The student must contact the administrative specialist for the Chief Academic Officer to set up the hearing committee.

3. (Continued) If the student wishes to appeal the decision of the dean, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal is then submitted to the Chief Academic Officer. The Chief Academic Officer will then convene a meeting of an ad hoc hearing committee.
4. The hearing committee will be composed of three faculty members appointed by the Chief Academic Officer, one of whom will be a faculty member of the student's choice. The faculty member named in the academic appeal cannot serve on the hearing committee. The committee will select its own chair, gather appropriate information, and may choose to conduct interviews with all involved parties. The committee will then make a recommendation regarding the appeal to the Chief Academic Officer.
5. After reviewing the committee recommendation, the Chief Academic Officer will make a decision and inform all parties in writing in a timely manner. The decision of the Chief Academic Officer on academic appeals is final.

Note: All disciplinary proceedings may be subject to audio tape recording. Any such recordings are property of UA - Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.