

<b>Academic Due Process</b>	Procedure Number	680
	Effective Date	January 1, 2019

**1.0 PURPOSE**

UA-PTC 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.

**2.0 REVISION HISTORY**

Adopted on:  
November 2007  
Revised on:  
September 2014  
December 2018

**3.0 PERSONS AFFECTED**

Students

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

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

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.
2. If agreement cannot be reached between the student and faculty member, the student contacts the program director, department chair, or dean for mediation. The program director, department chair, or dean 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.
3. If the student wishes to appeal the decision of the program director or department chair, the student may appeal to the dean. 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 Provost. The Provost 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 Provost, 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 to the Provost regarding the appeal.

5. After reviewing the committee recommendation, the Provost will make a decision and inform all parties in writing in a timely manner. The decision of the Provost on academic appeals is final.

All disciplinary proceedings may be subject to audio tape recording. Any such recordings are property of UA-PTC 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.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	November 2007
Ratified by:	PTC Policy Review UA-PTC Policy Review	September 2014 November 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	January 1, 2019
UA Policy Alignment		

