THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACADEMIC APPEALS

Number 02.01.12

Division Academic Affairs

Date November, 2002

Purpose To establish a consistent procedure for graduate and undergraduate academic appeals.

Policy Resolution of a student’s appeals, unless otherwise specified, shall begin with the University official whose decision is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain. There are two administrative paths: one through the student’s major department for courses in the major and one for courses outside the student’s major. For academic appeals, this chain is the chair of the student’s major department, the dean of the college, and the Office of the Provost, in that order. If the appeal involves a course that is beyond the student’s own major, the relevant department chair, and relevant dean (if the course is another college) should be notified. The Associate Provost for Undergraduate Studies reviews and considers undergraduate academic appeals for the Office of the Provost. The Provost Office will confer with the Dean of the School of Graduate Studies in consideration of academic appeals from graduate students.

Procedures At each level of appeal, above the initial level, the student shall provide to the appropriate official a written statement of grievance, setting forth the nature of the grievance, the pertinent facts, and the remedial action desired. Any other pertinent materials shall also be presented. The student shall receive a written response from such official within two weeks of the latter’s receipt of the grievance statement. The response shall be one of the following:

1. A decision in favor of the student;
2. A decision supporting the previous action;
3. A statement of compromise agreed to in a discussion with the parties involved and signed by them;
4. A recommendation to the challenged official’s immediate supervisor, with a copy to the student; or,
5. An explanation for delaying the decision for an additional two weeks, followed by a response as in (a)-(d) above by the end of that period.

If, at any level, a student does not receive a response in the manner stated above, he or she may immediately submit his or her grievance to the official at the next level. The procedure at the next level will be the same as described above. Failure by an official to respond will, therefore, not preclude a student from carrying the grievance to the next level. If, for any reason, a student decides that he or she does not wish a written response, the student shall so indicate in the statement of grievance submitted to the official at that level.

**Review**

Academic Affairs will review this policy every five years or sooner as needed.

**Approval**

[Signature]
Chief University Counsel

[Signature]
Provost and Executive Vice President for Academic Affairs

APPROVED:

[Signature]
President