
The academic appeal and review process will be used by students to appeal decisions related to classroom evaluation or to review academic procedures, situations, or performance.

- 1.0 Any dispute between a student and a faculty member in which a student feels that he/she was unjustly treated should follow the following process for resolution:
 - 1.1 The student should talk to the person (faculty member or other) responsible for the decision within two weeks of the decision, communicate his/her concerns, and attempt to resolve the issue between the parties involved.
 - 1.2 If the student remains unsatisfied with the outcome of the discussion with the parties involved in the dispute, the student should put the issue in writing and submit the letter within two weeks to the chair of the department in which the dispute occurred. If there is no chair of the department or the dispute is with the chair him/herself, then the letter should be submitted directly to the dean of the school.
 - 1.3 If the student remains unsatisfied with the outcome of the decision by the chair, then the student should re-submit the written dispute within two weeks to the dean of the school in which the dispute occurred.

All revisions to the policy must be approved by the Chief Academic Officer.

Date	