

**APC Proposed Language
Academic Appeal Process**

It is recommended that the first step in the resolution of any dispute between a student and an instructor concerning an academic matter should be that the student meets with, or makes a determined effort to meet with, the instructor in order to discuss the problem. Most often, the dispute can be resolved by the two parties. Should this step not lead to a satisfactory resolution, the student may further pursue an appeal process:

1. Meet with the chair of the department in which the course is offered and request that the department chairperson attempt to resolve the conflict;
2. If the student feels that the dispute is still unresolved or if the faculty member in question is the department chair, the student may appeal to the appropriate academic Dean. The Judicial Affairs Office is available to assist the student in preparing an appeal to submit to the Dean. In preparing a written appeal, students may select an advisor of their own choosing or a member of the Judicial Board of Advisors to help them prepare their grievance for presentation to the academic dean.
3. The decision of the Dean is final.