

Academic Appeals Policy

Appeals Process

Informal Appeal to Faculty Member. A student who believes that a faculty member has taken adverse action against the student shall discuss the problem through an informal meeting with the appropriate member of the faculty. Such an informal meeting need not be recorded in writing and does not require a written decision from the faculty member. Any student who believes that the outcome of the informal meeting resulting in a decision of the faculty member which constitutes an adverse action may initiate the First Appeal by filing a timely notice of appeal with the faculty member's department chair or program director. Any failure by the student to bring such a First Appeal within twenty-one days of the adverse action shall be deemed to be (a) a waiver by the student of any further appeal and (b) a final action by the University.

First Appeal to Department Chair or Program Director. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue the First Appeal, but only if the student files a Notice of Appeal with the faculty member's department chair or program director within twenty-one days of the adverse action. Any such First Appeal shall be examined and determined by the department chair or the program director. The Chair or Director shall provide the student notice of a hearing (if any) regarding such First Appeal and shall issue a written decision regarding such First Appeal within seven days of the chair's or director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal and (b) a final action by the University.

Second Appeal to College Dean. If a student is dissatisfied with the decision rendered by the chair or program director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the college dean, but only if the student files a Notice of Appeal with the college dean within seven days of entry of the written decision of the First Appeal. Any such Second Appeal shall be determined by the college dean. The college dean shall provide the student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a written decision regarding such Second Appeal within seven days of such hearing. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal and (b) a final action by the University.

Third and Final Appeal. If a student is dissatisfied with the decision rendered by the college dean, the student may pursue a Third and Final Appeal, but only if the student files a Notice of Appeal with the vice president for academic affairs within seven days of entry of the written decision of the Second Appeal. Within seven days of notice of the appeal, the VPAA shall inform the college dean of the appeal. The college dean shall appoint an Academic Appeals Committee and appoint a chair. The Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a written decision regarding such Third and Final Appeal within 15 days of such hearing. Any decision by the Academic Appeals Committee shall constitute the final action of the University regarding the Academic Appeal.

Utah Residents: If you would like to file a complaint with the Utah Division of Consumer Protection, please refer to the information at <https://db.dcp.utah.gov/complaints.html>.