

# Academic Appeals Policy

## AA\_AO\_ST\_32

Responsible Officer  
Sandeep Gopalan  
Responsible Office  
Academic Affairs  
Approving Body  
Board of Trustees  
Approval Date  
2019-06  
Last Revision  
2019-06  
Re-evaluation Date  
2021  
Departmental Impact  
Academics

### Policy Statement

Academic decisions (e.g. grade dispute) are appealable by students when following the appropriate appeals procedures.

### Policy Procedures

Step 1: Any student desiring to appeal an academic decision (e.g., grade dispute) should begin by discussing the situation with the appropriate professor.

Step 2: If not satisfied with the response, the student should contact the dean of the appropriate school.

Step 3: If a conflict persists, the student should submit a written appeal to the Appeals Committee through the Office of the Provost.

Step 4: The committee is composed of the members of the Academic Review Committee. The Academic Council serves as the Academic Appeals Committee. The committee will review the appeal and respond in writing.

Step 5: A final institutional appeal may be submitted to the Board of Trustees through the President. After all institutional avenues are exhausted, the student may contact TRACS at 15935 Forest Road, Forest, Virginia 24551 or call (434) 525-9539 or via email at [info@tracs.org](mailto:info@tracs.org).