



AMERICAN UNIVERSITY OF CENTRAL ASIA Appeal Procedure

When there is a grade dispute between a student and the ICP Professor, the student needs to follow the appeal procedure of the university.

I. Appeal Procedure

The Appeals Committee of the Executive Committee of the Faculty Senate will consider disputes only after the complaining party has demonstrated a good-faith effort to settle the dispute directly with the accused party first and secondly, their superior (e.g., **a student must discuss a dispute with the teacher first, and then, having exhausted that option, with the head of the department and or Dean of the division before the Committee will consider hearing the dispute**).

Appeals must be submitted individually by the complaining party within a month of the original incident. Appeals must be submitted in written form to the head of the Appeals Committee. Appeals must be written in a professional format, not exceeding ten pages, and including only material **directly pertaining** to the incident in question. If a complainant has some proof that he or she considers pertinent, they should also be provided into consideration by the Committee. **Emotional content, personal insults, gossip of any sort, and all similarly improper material shall be strictly avoided in all appeals.**

Within a week of the submission of a written complaint, a preliminary meeting with no less than three members of the Appeals Committee shall take place to consider the compliance of the appeal with the present Regulation. In the case of non-compliance, the Committee will inform the complaining party of the requirements for resubmission according to the present Regulation for their appeal to be heard.

II. Hearing Procedure

If a written complaint is submitted in compliance with the present bylaws, the Committee shall hear the dispute no later than ten days after the submission. The hearing takes place if there are at least 3 members.

If a grade change is the purpose of the appeal, the only people allowed to be present are Committee members, plaintiff, and appellee (one person representing one side of the dispute). Hearings may involve both parties at the same time, or address each party separately, according to the specific nature of the dispute. The time of the hearing shall be agreed upon by the Academic Appeals Committee and the party/parties to be present. At the hearings, both parties shall have a chance to present their case, including additional documents and evidence.

Should the Appeals Committee consider it necessary to further investigate a dispute, it will suspend the present hearing and, based on the subsequent investigation, either call a further hearing or deliver a decision.

It should be noted: All reviews done by External evaluators **are excluded from being considered** by AAC.

Decision-Making Procedure

1. Only members of the Appeals Committee shall be present at deliberation.
2. The decisions of the Appeals Committee are final and not subject to further appeal within AUCA.
3. In case all votes are divided equally, the decision is taken by the head of the hearing.
4. A member of the committee who is against the decision may submit his own opinion in written form to the Faculty Senate.
5. The Appeals Committee shall deliver its decisions in writing to both parties within one week of the hearing.
6. All case materials and decisions shall be retained for no less than five years.