



What is an academic appeal?

An academic appeal is a process by which a student, who disagrees with an eligible academic matter, can appeal to their instructor or the administrator responsible for the decision for reconsidering/correcting a grading decision.

What are the grounds for an academic appeal?

Grounds for an academic appeal can be based on any of the following concerns:

- The criteria and procedures for the decision were not published
- The published criteria and procedures were not consistent with college, school, division, department or program policy and procedures, or violate a student's rights
- The published criteria and procedures were not followed in making the decision; this includes factual and calculation errors or major errors in judgment
- The decision was substantially influenced by factors other than published criteria

What kind of issues are covered under the Academic Appeals Policy?

Academic issues covered by the Academic Appeals Policy include:

- Graded assignments (e.g., quizzes, exams, papers, presentations, projects, and field experience)
- Final grades

Admission and re-admission decisions are specifically excluded from the Policy on Academic Appeals. Additionally, charges of academic dishonesty are excluded from the Policy on Academic Appeals and are governed by the [Academic Honesty Policy](#). Appeals of disciplinary actions resulting from disruptive classroom behavior are governed by the [Disruptive Behavior Policy](#).

How can I submit an academic appeal?

Students can initiate the academic appeals process by submitting an appeals form online by visiting: <https://nl.edu/legal/let-us-know/>

Is there a deadline to initiate an academic appeal?

Academic appeals must be formally initiated within 15 business days following formal (documented) notification of the decision by contacting the individual responsible for the decision (i.e., the instructor who assigned a grade or the administrator who informed you of the decision) and submitting an academic appeals form.

What happens after I submit my appeal?

After an appeal is submitted, a University designee will review the appeal to determine if it is an "eligible" academic issue and if it has been submitted within the appropriate timeframe. If the appeal is determined to be an eligible matter, the appeal will be forwarded to the appropriate party to review the appeal. The



party responsible for reviewing the appeal will review the appeal and render a decision within a specific timeframe (according to the timeframes outlined in Academic Appeal Policy) and the final decision and rationale will be communicated back to the student.

How long does it take to receive a decision on my appeal?

There are four steps in the academic appeals process. Depending on the step of the appeal, responses and decisions are outlined as follows:

- **Step I - Instructor Review:** response and decision made within 10 (ten) business days of the original appeal date
- **Step II - Academic Program Administrator (Program Chair/Director):** response and decision made within 10 (ten) business days from the date on which student requests Step II escalation
- **Step III - College Review:** response and decision made within 10 (ten) business days from the date on which student requests Step III escalation
- **Step IV - University Level Review:** response and decision made within 10 (ten) business days from the date on which student requests Step IV escalation

What if I am dissatisfied with the decision of my appeal?

If a student is dissatisfied with the decision of their appeal, they can escalate the appeal, following the steps and timeline outlined in the Academic Appeals Policy. In order to escalate the appeal, the student must respond in writing to the communication and decision of the appeal from the previous step. It should be noted that step IV in the academic appeals process is the final step and decisions are final at step IV. For more information about the various steps, including the timeline for each, please visit the most recent [Academic Catalog](#) and refer to University Policies.

Any advice on if I should submit an academic appeal?

While we cannot guarantee a favorable outcome, we are committed to making sure all appeals are thoroughly and objectively reviewed. Here are a few tips to assist with a timely and objective review of academic appeals:

- Attempt to resolve the issue by speaking to your instructor before filing an academic appeal
- Provide important details and accurate information on the academic appeals form
- Provide all relevant documentation to support your appeal
- Promptly respond to any follow-up emails and clarifying questions
- Contact Student Affairs (student_affairs@nl.edu) for a consultation on how to approach your instructor and navigate the academic appeals process



Who can I contact for additional information and guidance on filing an academic appeal?

For additional questions or support, feel free to contact either Student Affairs or the Provost's Office at:

- **Student Affairs** - student_affairs@nl.edu
- **Provost's Office** - Provosts.Office@nl.edu