

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Admissions and Enrollment Procedures Manual		Related Policy	AE-09
	Subject		Effective Date	01-Sep-2014
	Student Academic Grievances and Appeals		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
			Pages of these Procedures	1 of 1

Procedures of Policy No. (9) - Student Academic Grievances and Appeals

1. Grievances and Appeals

- An Academic Grievance is a claim by a student of mistreatment or unfair treatment in an academic or enrollment matter.
- An Academic Appeal is a claim by a student of incorrect or erroneous application of a University Academic Policy or a request for an exception to a University Academic Policy.

2. Student Academic Grievances and Appeals Committee (SAGAC)

- Student Academic Grievances and Appeals will be reviewed and decided by a Standing University Committee established for this purpose. The Committee shall be appointed by the Vice Chancellor and represent both undergraduate and graduate affairs.
- The Committee will have jurisdiction over all student academic grievances and student academic appeals with the following exceptions:
 - College-specific matters for which the Dean of the College has responsibility for final decisions/disposition, including curricular requirements.
 - Disposition of matters of academic honesty and academic discipline.
 - Non-academic grievances and appeals.
- The work of the Committee will be conducted in a manner that ensures confidentiality as defined in the University Policies, and decisions will be rendered in a timely way.
- Subject to ratification, decisions of the Committee shall be final.

3. Procedures and Process for Submitting Appeals

- An appeal should be written by the student with official supporting documents attached and submitted to the student's College.
- An appeal can be submitted at any time during the semester, until the end of the semester in which the incident occurred.
- The student's College should study the student appeal and send its recommendation to the Student Academic Grievances and Appeals Committee.
- Appeals relating to issues that are outside a College's responsibility and authority may be submitted to the Registrar's Office.
- A College can submit an appeal to the Academic Grievances and Appeals Committee on behalf of a student.

4. Work Process of Student Academic Grievances and Appeals Committee

- The Committee should meet periodically during the semester according to the cases submitted.
- All the appeals and its documentations will be carefully reviewed by the Committee.
- All the decisions of the Committee are final after its approval.