Academic Appeals Board Revised 11/8/2004

A. Functions

The Academic Appeals

- 2. After receiving the written appeal, the Registrar shall set a date for the hearing and give written notice to the parties involved (the student, the instructor and the department chairperson) at least 48 hours before the time set for the hearing.
- 3. The student must appear at the time and place set for the hearing or give notice to the University Registrar of valid cause for not doing so. If the student fails to do so, the appeal will be automatically dismissed.
- 4. A student shall present his/

All members of the Board case at its conclusion.	shall re	eturn to	the Univ	versity Re	gistrar a	ll documen	ts related	to the