

## BOARD OF STUDENT ACADEMIC APPEALS POLICY

**Reference Number: RGR-014**

**Functional Area: Academic Affairs**

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Approved Date:</b>         | 30 January 2025                               |
| <b>Approved by:</b>           | Academic Council                              |
| <b>Effective Date:</b>        | 30 January 2025                               |
| <b>Applies to:</b>            | All UCA students, faculty, and academic staff |
| <b>Responsible Office:</b>    | Office of the Registrar                       |
| <b>Last Reviewed/Updated:</b> | 4 September 2026                              |
| <b>Scheduled Review Date:</b> |                                               |

**Rationale:** This Policy establishes a fair and equitable process for students to appeal academic decisions. It outlines the structure and procedures for handling academic grievances to ensure transparency and consistency in decision-making.

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## 1. POLICY STATEMENT

- 1.1. The University is committed to providing a formal process for students to appeal academic decisions, including final grades and the application of academic regulations. The Board of Student Academic Appeals is the final authority for hearing such appeals.

## 2. PURPOSE

- 2.1. To provide a structured and transparent mechanism for students to appeal academic decisions and ensure all grievances are handled fairly and consistently.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

## 3. SCOPE

- 3.1. This Policy applies to all students enrolled in UCA's academic programs. It covers appeals related to academic decisions, including final grades and the application of the University regulations.

## 4. DEFINITIONS

- 4.1. Academic Appeal. A formal request by a student to review and potentially overturn an academic decision, such as a final grade or the application of the University regulations.
- 4.2. Board of Student Academic Appeals. A university body designated to hear and decide on academic appeals.
- 4.3. Medical Appeals. Appeals based on academic interruptions or inability to complete work due to serious medical conditions, supported by appropriate documentation.

## 5. POLICY

### 5.1. Mandate and Scope

- 5.1.1. The Board of Student Academic Appeals (BSAA) serves as the final authority for hearing grievances related to academic decisions.
- 5.1.2. Non-academic misconduct appeals are handled under the Student Code of Conduct and Disciplinary Procedures.

### 5.2. Appeals Process

- 5.2.1. Final Grade Appeals. Students must first discuss concerns with the course instructor. If unresolved, they may appeal to the Programme Director and subsequently to the BSSA.
- 5.2.2. Academic Decision Appeals. Appeals must be directed to the BSSA within 30 days of the decision or grade posting.
- 5.2.3. Medical Appeals. Students must provide relevant medical documentation. The university may request further details if necessary.

### 5.3. Submission of Appeals

- 5.3.1. Appeals must be submitted using the Student Appeal Form available from the Office of the Registrar. Appeals without this form or submitted after the 30-day period will be returned without a decision.

### 5.4. Board Composition

- 5.4.1. The Dean of the School appoints the Chair and two faculty members to the Board, with the University Registrar's representative as a non-voting Secretary.
- 5.4.2. CTLT Director serves as an ex-officio member of the Board.
- 5.4.3. Faculty members serve a one-year term, which may be renewed.
- 5.4.4. At least one senior academic from outside of the School is required to sit on the Board as a voting member.

### 5.5. Hearings

- 5.5.1. Hearings are held in camera at the Chair's discretion. Students are notified of the hearing date and have the right to attend and present their case during the meeting.
- 5.5.2. Relevant individuals, including faculty named in the appeal, may be invited to provide information.

### 5.6. Decisions

- 5.6.1. The Board's decision is final. Both the student and the involved faculty are notified in writing of the outcome. If the decision results in the dismissal or prolonged suspension of the student from the University, the decision is subject to final confirmation by the Rector.

## 6. ROLES AND RESPONSIBILITIES

- 6.1. Students. Responsible for initiating the appeal, providing documentation, and participating in the hearing process.
- 6.2. Instructors and Programme Directors. Engage in preliminary discussions and provide information as required during appeals.
- 6.3. Office of the Registrar. Manages the submission process and serves as a Secretary to the Board.
- 6.4. Dean of the School. Appoints Board members and oversees the appeals process.

## 7. PROCEDURES

- 7.1. Submission of Appeal. Complete the Student Appeal Form and submit it to the Office of the Registrar within 30 days of the academic decision or grade posting.
- 7.2. Hearing Process. The Board reviews the appeal, holds a hearing if necessary, and makes a final decision.

## 8. CONTACT INFORMATION

- 8.1. Office of the Registrar ([registrar@ucentralasia.org](mailto:registrar@ucentralasia.org)).

## 9. REVIEW HISTORY

| Revision № | Date | Approved by | Revision description | Process Owner |
|------------|------|-------------|----------------------|---------------|
| 1          |      |             |                      |               |
| 2          |      |             |                      |               |