



## Student Academic Rights

If you believe your academic rights have been violated, or you have any academic issue, you can take the following steps:

### Before contacting the Academic Ombud, have you tried the following?

- Discuss the issue with the course instructor or advisor.
- Meet with the Program Director or Department Chair to discuss the issue.
- If there is no resolution, or you would like advice on resolving the issue, contact the Academic Ombud.

### Contact Academic Ombud: [ombud@uky.edu](mailto:ombud@uky.edu) 257-3737

- Contact Academic Ombud as soon as possible, and within 180 days of the semester in which the issue occurred.
- Collect all documentation that might support your perspective (e.g., course syllabus, emails, canvas messages, grades, etc.).
- Request a meeting with the Academic Ombud to share your perspective.
- Grant the Academic Ombud permission to try to resolve the issue.

### If you should submit an appeal

- Submit your letter of appeal, according to the instructions provided.
- Provide all supporting documents.
- The Academic Ombud will request a response from the Instructor, Program Director, Chair or appropriate University official.
- The Academic Ombud will file your appeal within 30 business days of receiving all information.
- If your appeal has merit, the University Appeals Board Chair will schedule a hearing within 20 business days and invite you to attend.
- If your appeal does not have merit, you have 30 days to appeal that decision.
- The decision of the University Appeals Board is final. You will be notified via email and mail.