



Student Academic Rights

If you believe your academic rights have been violated, or you have any academic issue, you may 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 257-3737

- ☐ Contact Academic Ombud as soon as possible, and within 90 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 and supporting documents, according to the instructions provided.
- ☐ The Academic Ombud will request a response from the Instructor, Program Director, Chair or appropriate University official.
- ☐ The Academic Ombud will file your appeal with the Hearing Panel Clerk.
- ☐ If your appeal has merit, the Hearing Panel Clerk will schedule a hearing and invite you to attend.
- ☐ If your appeal does not have merit, you have 10 days to appeal that decision to the Hearing Panel.
 - If the Hearing Panel will review the case documents to determine whether they should hear your case. If they decide to hear the case, they will schedule a hearing and invite you to attend.
- ☐ The decisions of the Hearing Panel are final. The Hearing Panel will notify the student, instructor, and appropriate University officials of their decision.