

APPROVED

Rector

O. O. Romanovskyi

May 23, 2019

REGULATIONS
ON ACADEMIC COUNCIL
OF THE PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT-INSTITUTE
“UKRAINIAN-AMERICAN CONCORDIA UNIVERSITY”

Regulations developed on the basis of the “Regulations on the Organization of the Educational Process” of the Private Higher Educational Establishment-Institute “Ukrainian-American Concordia University” (UACU).

I. General Regulations

1.1. The Academic Council of the Ukrainian-American Concordia University is established for the organization and coordination of the academic (educational) issues and consideration of the controversial issues that arise during the educational process.

1.2. The Academic Council of the Institute operates transparently in accordance with the legislation of Ukraine, the "Code of Academic Integrity and Corporate Ethics" of the Ukrainian-American Concordia University, approved by the Academic Senate on May 22, 2019, Minutes No. 5.

1.3. The Regulation on the Academic Council of the Institute approves the number of members required for making appropriate decisions. The decision of the Academic Council is formalized by the corresponding conclusion signed by the Chairman of the Council – Provost, the Head of the department, the Instructor (the form is attached).

1.4. The Academic Council processes the student's appeal and makes the final decision.

II. Members of the Academic Council

2.1. The members and work procedure of the Academic Council is approved by the order of Rector.

2.2. The Academic Council of the Institute consists of:

- Chairman – Provost;
- Deputy Chairman – Dean of the faculty;
- Council Secretary;
- Council members.

2.3. The Provost is appointed the Chairman of the Academic Council by the order of Rector.

2.4. The Head of the academic department is appointed the Secretary of the Academic Council.

2.5. The Secretary of the Academic Council:

- accepts students' appeals on controversial issues that arose during the educational process, including the test centers;
- organizes the work of the Academic Council.

III. Appeal Procedure

3.1. A student appeals in case of the following situations

- the student wants to retake Midterm or Final under certain conditions specified in the Regulations on the test center;
- the student does not agree with the instructor's grade;

- the student, for a valid reason, cannot be present at the Midterm, Final or the test center;
- all sorts of conflicts that arise between the student and the instructor.

3.2. For violation of rules of academic integrity, performing tasks by another person (for who performs and to whom perform), cheating and using additional non-authorized information sources for performing works of intermediate/final control, the student is not allowed to finish it, and an unsatisfactory grade is given for the whole subject during Midterm or Final. A fail grade is given for the entire subject for unauthorized performing of Midterm or Final outside the classroom defined by the Dean's Office. No appeals are considered on these issues by the Academic Council.

IV. Procedure of the Appeal Consideration

4.1. The student's appeal is considered at meeting of the Academic Council, which takes place no more than twice a month.

4.2. In case of the grade change, the decision is indicated in the Change of Grade, and the changed grade is displayed in the Gradebook with a corresponding note.

**Provost
Kondratenko**

L. I.