



DEPARTMENT OF THE AIR FORCE
Air University (AETC)

MEMORANDUM FOR ALL COMMANDERS/COMMANDANTS at SPAATZ CENTER,
BARNES CENTER, LEMAY CENTER, HOLM CENTER, ECPD,
AFIT, and the AIR FORCE TEST PILOT SCHOOL

FROM: AU/CC
55 LeMay Plaza South
Maxwell AFB AL 36112-6335

SUBJECT: Policy Regarding Student Rights

1. Air University (AU) Schools/Centers must inform their students in both residence and distance-learning programs of the specific rights afforded them by virtue of their student status. Schools/Centers must also ensure this AU policy is provided to all faculty, staff, and students in their respective instructional programs. Immediate dissemination of this policy is critical. Use of electronic methods of distribution, especially for currently enrolled distance-learning students is highly encouraged.

2. Nothing in this policy is intended to replace or supersede the procedures provided for actions under the Uniform Code of Military Justice or disciplinary or administrative actions provided for in DOD directives or Air Force, Air Education and Training Command, or Air University instructions.

3. Over and above any rights conferred on students by individual AU Schools/Centers, this policy letter prescribes that any AU student has a right to appeal any adverse action taken against him/her by following appropriate courses of appeal as outlined below:

a. For academic and non-academic issues involving students in enlisted PME programs conducted by the Barnes Center, to include Community College of the Air Force (CCAF) affiliated schools within Air University, guidance regarding student appeals rights and processes is provided in the USAF EPME Procedural Guidance published under authority of AFI 36-2301. Student appeals right and processes for CCAF-affiliated schools outside of Air University are under the purview of the affiliated specific school. The Barnes Center for Enlisted Professional Military Education will notify AU/CF when student appeals processes are changed.

b. For academic issues involving students in courses conducted by the Spaatz Center, LeMay Center, and Eaker College for Professional Development, the chain of appeal follows this order:

(1) Course instructor (if applicable). If the appeal is not resolved at that level, the student informs the course instructor of his/her intention to elevate the appeal to the...

(2) Course director (if applicable). If the appeal is not resolved at that level, the student informs the course director of his/her intention to elevate the appeal to the...

(3) School commandant/commander. If the appeal is not resolved at that level, the student informs the commandant/commander of his/her intention to elevate the appeal to the...

(4) Center commander (if different from the school commandant/commander). If the appeal is not resolved at that level, the student informs the center commander of his/her intention to elevate the appeal to the...

(5) Air University Commander. This is the highest level of appeal for academic issues. A decision made at this level, with advice and counsel from the AU Chief Academic Officer, is final.

c. For non-academic issues involving students at the Spaatz Center, LeMay Center, and Eaker College for Professional Development, the chain of appeal follows this order:

(1) Course instructor (if applicable). If the appeal is not resolved at that level, the student informs the course instructor of his/her intention to elevate the appeal to the...

(2) Course director (if applicable). If the appeal is not resolved at that level, the student informs the course director of his/her intention to elevate the appeal to the...

(3) School commandant/commander. If the appeal is not resolved at that level, the student informs the commandant/commander of his/her intention to elevate the appeal to the...

(4) Center commander (if different from the school commandant/commander). If the appeal is not resolved at that level, the student informs the center commander of his/her intention to elevate the appeal to the...

(5) Air University Commander. This is the highest level of appeal for non-academic issues. A decision made at this level is final.

d. For academic or non-academic issues involving only AFIT students, the chain of appeal follows this order:

(1) Course instructor. If the appeal is not resolved at that level, the student informs the course instructor of his/her intention to elevate the appeal to the...

(2) Course director. If the appeal is not resolved at that level, the student informs the course director of his/her intention to elevate the appeal to the...

(3) Appropriate AFIT School Dean. If the appeal is not resolved at that level, the student informs the dean of his/her intention to elevate the appeal to the...

(4) AFIT Vice Commandant. If the appeal is not resolved at that level, the student informs the Vice Commandant of his/her intention to elevate the appeal to the...

(5) AFIT Commandant. If the appeal is not resolved at that level, the student informs the Commandant of his/her intention to elevate the appeal to the...

(6) Air University Commander. This is the highest level of appeal for academic and non-academic issues. For academic issues, AU/CC will consider the advice and counsel of the AU Chief Academic Officer. A decision made at this level is final.

e. For academic or non-academic issues involving only TPS students, the chain of appeal follows this order:

(1) Course instructor. If the appeal is not resolved at that level, the student informs the course instructor of his/her intention to elevate the appeal to the...

(2) Course director. If the appeal is not resolved at that level, the student informs the course director of his/her intention to elevate the appeal to the...

(3) TPS Commandant. If the appeal is not resolved at that level, the student informs the TPS Commander of his/her intention to elevate the appeal to the...

(4) Flight Test Center Commander. This is the highest level of appeal for TPS students. A decision made at this level is final.

f. For academic or non-academic issues involving only Air Force Reserve Officer Training Corps (AFROTC) cadets, the chain of appeal follows this order:

(1) Detachment Commander. If the appeal is not resolved at that level, the cadet informs the Detachment Commander of his/her intention to elevate the appeal to the...

(2) AFROTC Commander. If the appeal is not resolved at that level, the cadet informs the AFROTC Commander of his/her intention to elevate the appeal to the...

(3) Holm Center Commander. This is the highest level of appeal. A decision made at this level is final.

g. For academic or non-academic issues involving only Officer Training School (OTS) trainees, the chain of appeal follows this order:

(1) Flight Commander. If the appeal is not resolved at that level, the trainee informs the Flight Commander of his/her intention to elevate the appeal to the...

(2) OTS Commander. If the appeal is not resolved at that level, the trainee informs the OTS Commander of his/her intention to elevate the appeal to the...

(3) Holm Center Commander. If the appeal is not resolved at that level, the trainee informs the Center Commander of his/her intention to elevate the appeal to the...

(4) Air University Commander. This is the highest level of appeal for non-academic issues. A decision made at this level is final.

4. Questions regarding this policy should be directed to Dr. Thomas Renckly, HQ AU/CFA, DSN 493-2989 or commercial 334-953-2989.

A handwritten signature in black ink, appearing to read 'Allen G. Peck', with a stylized flourish at the end.

ALLEN G. PECK
Lieutenant General, USAF