

## Undergraduate Academic Grievances or Appeals

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding admission, grading policies, special agreements, instructor's requirements and academic requirements of the University. Students shall have the right to file academic grievances or appeals according to the following procedures approved by the University.

Following are the proper procedures for resolving academic grievances or appeals:

1. The student shall petition in writing the appropriate academic or administrative official responsible for the action which forms the basis of the grievance or appeal. The petition shall contain a clear and concise statement of the grievance or appeal, the remedies sought, and a request for a meeting with the involved person or persons or a written response.
2. The respondent shall schedule a meeting to discuss the matter with the student or provide the student with a written response within ten class days of receipt of the written grievance or appeal.
3. If the student is not satisfied with the results of the interaction discussion and wants the grievance or appeal to be considered further, the student shall appeal in writing to the respondent's supervisor to seek a resolution. This consultation must begin within ten class days after the conclusion of the discussion with the respondent.
4. If the student is not satisfied after seeking consultation at the supervisor's level and wants the grievance or appeal to be considered further, the student shall appeal in writing to the secondary supervisor to seek a resolution. This consultation must begin within ten class days after the supervisor has completed consideration of the grievance or appeal.
5. If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the Vice President for Academic Affairs. This grievance or appeal must be filed within ten class days after the secondary supervisor has completed consideration of the grievance or appeal. The decision of the Vice President for Academic Affairs will become the final decision of the academic grievance or appeal at the institution. A clear statement of the reasons for the decision shall

accompany the decision as to the resolution of the grievance or appeal. The student and appropriate University officials shall be notified in writing of the decision within ten class days after consideration of the grievance or appeal.

Students should be aware that their faculty advisor, the Office of Counseling Services, the Student Government Association, and the Office of Academic Affairs are resource areas where students may receive assistance.

The time limit for a grievance or appeal may be extended upon approval of a written request to the Vice President for Academic Affairs.

## Undergraduate Non-Academic Grievances or Appeals

Georgia College recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a non-academic grievance or appeal.

A non-academic grievance or appeal alleges discrimination by a University employee on the basis of race, color, gender, religion, national origin, age, physical handicap/disability or involves personal behavior and/or University policy.

Accordingly, students are encouraged to use the non-academic grievance or appeal process without fear of prejudice or reprisal for initiating the process or participating in its resolution.

A non-academic grievance or appeal is an allegation by a student concerning (1) a University employee, (2) administrative policies, procedures, regulations or requirements of the University, (3) student employment, or (4) a University program, service or activity.

Following are the proper procedures for resolving a non-academic grievance or appeal:

1. The student shall submit a complaint in writing to the appropriate University official responsible for the action which forms the basis of the grievance or appeal. The complaint shall contain a clear and concise statement of the grievance or appeal, the remedies sought, and a request for a meeting with the involved person or persons or a written response. The complaint must be submitted within five days of the event unless there are extenuating circumstances.

2. The respondent shall schedule a meeting with the student within ten class days of receipt of the written grievance or appeal to discuss the matter. A written reply by the respondent to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
3. If the student is not satisfied with the results of the discussion and reply and wants the grievance or appeal to be considered further, the student shall appeal in writing to the respondent's supervisor to seek a resolution. This consultation must begin within 10 class days after the conclusion of the discussion with the respondent. A written reply by the respondent's supervisor to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
4. If the student is not satisfied after seeking consultation at the supervisor's level and wants the grievance or appeal to be considered further, the student shall appeal in writing to the secondary supervisor to seek a resolution. This consultation must begin within ten class days after the supervisor has completed consideration of the grievance or appeal. A written reply by the secondary supervisor to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
5. If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the next appropriate supervisor. This grievance or appeal must be filed within ten class days after the secondary supervisor has completed consideration of the grievance or appeal. A written reply by the next appropriate supervisor to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
6. The decision of the President will become the final campus decision on the grievance or appeal. A written reply by the President to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal. The student and appropriate University officials shall be notified in writing of the decision within ten class days after the last consideration of the grievance or appeal.
7. After completing the procedure above, if a student feels that his/her situation has not been resolved at the institutional level, the student may appeal outside of the institution. Please see the information about complaints to the Board of Regents of the University System of Georgia [here](#).

Students should be aware that their faculty advisor, the Office of Counseling Services, the Student Government Association, and the Office of Student Affairs may be resource areas whereby students may receive assistance on a grievance or appeal. The time limit may be extended upon approval of a written request submitted to the Vice President for Student Affairs/Dean of Students.

These policies and procedures are subject to revision from time to time. Please refer to the Student Handbook for the most recent version.

<http://catalog.gcsu.edu/2019-2020/Graduate-Catalog/Academic-Policies/Appeal-Process/Procedures-for-an-Academic-Grievance-Or-Appeal>

## Graduate Academic Grievances or Appeals

Following are the proper procedures for resolving academic grievances or appeals:

1. The student shall petition in writing the appropriate academic or administrative official responsible for the action which forms the basis of the grievance or appeal. The petition shall contain a clear and concise statement of the grievance or appeal, the remedies sought, and a request for a meeting with the involved person or persons or a written response.
2. The respondent shall schedule a meeting to discuss the matter with the student or provide the student with a written response within ten class days of receipt of the written grievance or appeal.
3. If the student is not satisfied with the results of the interaction discussion and wants the grievance or appeal to be considered further, the student shall appeal in writing to the respondent's supervisor to seek a resolution. This consultation must begin within ten class days after the conclusion of the discussion with the respondent.
4. If the student is not satisfied after seeking consultation at the supervisor's level and wants the grievance or appeal to be considered further, the student shall appeal in writing to the secondary supervisor to seek a resolution. This consultation must begin within ten class days after the supervisor has completed consideration of the grievance or appeal.
5. If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the Vice President for Academic Affairs. This grievance or appeal must be filed within ten class days after the secondary supervisor has completed consideration of the grievance or appeal. The decision of the Vice President for Academic Affairs will become the final decision of the academic grievance or appeal at

the institution. A clear statement of the reasons for the decision shall accompany the decision as to the resolution of the grievance or appeal. The student and appropriate University officials shall be notified in writing of the decision within ten class days after consideration of the grievance or appeal.

*Students should be aware that their faculty advisor, the Office of Counseling Services, the Student Government Association, and the Office of Academic Affairs are resource areas where students may receive assistance.*

The time limit for a grievance or appeal may be extended upon approval of a written request to the Vice President for Academic Affairs.

## Graduate Non-Academic Grievances or Appeals

Georgia College recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a non-academic grievance or appeal. A non-academic grievance or appeal alleges discrimination by a University employee on the basis of race, color, gender, religion, national origin, age, physical handicap/disability or involves personal behavior and/or University policy. Accordingly, students are encouraged to use the non-academic grievance or appeal process without fear of prejudice or reprisal for initiating the process or participating in its resolution.

### **Definition**

A non-academic grievance or appeal is an allegation by a student concerning (1) a University employee, (2) administrative policies, procedures, regulations or requirements of the University, (3) student employment, or (4) a University program, service or activity. Students shall have the right to file a grievance or appeal according to established procedures.

### **Procedures for Non-Academic Grievance or Appeal**

Following are the proper procedures for resolving a non-academic grievance or appeal:

1. The student shall submit a complaint in writing to the appropriate University official responsible for the action which forms the basis of the grievance or appeal. The complaint shall contain a clear and concise statement of the grievance or appeal, the remedies sought, and a request for a meeting with the involved person or persons or a written response. The complaint must be

submitted within five days of the event unless there are extenuating circumstances.

2. The respondent shall schedule a meeting with the student within ten class days of receipt of the written grievance or appeal to discuss the matter. A written reply by the respondent to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
3. If the student is not satisfied with the results of the discussion and reply and wants the grievance or appeal to be considered further, the student shall appeal in writing to the respondent's supervisor to seek a resolution. This consultation must begin within 10 class days after the conclusion of the discussion with the respondent. A written reply by the respondent's supervisor to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
4. If the student is not satisfied after seeking consultation at the supervisor's level and wants the grievance or appeal to be considered further, the student shall appeal in writing to the secondary supervisor to seek a resolution. This consultation must begin within ten class days after the supervisor has completed consideration of the grievance or appeal. A written reply by the secondary supervisor to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
5. If the student is not satisfied and wants the grievance or appeal to be considered further, the student shall appeal in writing to the next appropriate supervisor. This grievance or appeal must be filed within ten class days after the secondary supervisor has completed consideration of the grievance or appeal. A written reply by the next appropriate supervisor to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal.
6. The decision of the President will become the final campus decision on the grievance or appeal. A written reply by the President to the student, indicating the results of the meeting and including further action, if any, to be taken, shall be attached to the written grievance or appeal. The student and appropriate University officials shall be notified in writing of the decision within ten class days after the last consideration of the grievance or appeal.

Students should be aware that their faculty advisor, the Office of Counseling Services, the Student Government Association, and the Office of Student Affairs

may be resource areas whereby students may receive assistance on a grievance or appeal. The time limit may be extended upon approval of a written request submitted to the Vice President for Student Affairs/Dean of Students. These policies and procedures are subject to revision from time to time. Please refer to the Student Handbook for the most recent version.