

# STUDENT ACADEMIC APPEALS POLICY AND PROCEDURES

## COLLEGE OF PUBLIC HEALTH THE UNIVERSITY OF GEORGIA

### POLICY:

The College of Public Health assures all students the right to due process in the appeal of any performance evaluation (e.g., course grade) or other academic decision. The Student Appeals Policy and Procedures set forth in this document apply to all students enrolled in classes or programs in the College of Public Health (CPH) at The University of Georgia. The appeals process provides for an impartial review of a grading or other academic decision that is alleged to be capricious, arbitrary or discriminatory. This policy does not apply to petitions for a waiver of established policy or procedure from curricular and/or programmatic requirements. Waiver petitions are governed by the Waiver Policy. All students may obtain assistance in interpretation of appeals policies and procedures in the CPH Office of Academic Affairs and Student Services.

### PROCEDURES:

#### **Step 1: Instructor Review**

The appeal procedure must be initiated by the student, but only after the student has made every effort to resolve the complaint informally with the instructor who is party to the complaint. The student should begin the informal effort at resolution with the instructor as soon as the complaint arises. If the course in question has a course administrator/coordinator who is someone other than the instructor who is party to the complaint, the course administrator/coordinator should be involved in this initial step in the process. Review by the instructor and/or course administrator should be documented in writing and, as appropriate, should occur in person.

#### **Step 2: Department Chair Review**

If the informal discussions with the instructor and, if applicable, the course administrator/coordinator, fail to reach a resolution satisfactory to the student, the student may seek resolution with the Chair of the instructor's Department no later than five (5) working days after review by the instructor and/or course administrator. The request for review by the Department Chair should be made in writing by the student. The Chair will meet with all parties involved and will render a decision in writing within five (5) days following receipt of the request for review. If the decision is to uphold a grade, and such grade causes the student to be suspended from the program, the Chair will make a decision in accordance with College and University policies regarding the student's continuation in the program.

#### **Step 3: Formal College Review -- CPH Curriculum and Academic Programs Committee**

The CPH Curriculum and Academic Programs Committee and the Assistant Dean for Academic Affairs serve as the College's formal review authority for all student academic appeals. If the student continues to feel that he/she has been awarded a grade or any other academic decision in an arbitrary, capricious or discriminatory manner, the student may appeal in writing to the Curriculum and Academic Programs Committee of the College of Public Health. The appeal must reach the Student Services Office within five (5) working days after the conclusion of the efforts at resolution at the Departmental level. The written appeal must include the following

documentation:

- A. A statement of the complaint, including specific details regarding the actions(s) or event(s) leading to the appeal. The statement must also include evidence to support the student's allegations of discrimination and/or arbitrary or capricious action on the part of the instructor;
- B. A statement of the redress being sought;
- C. Steps already taken; and
- D. Reason for dissatisfaction with the decision from the departmental review process.

The CPH Curriculum and Academic Programs Committee will review the student's written appeal as well as request documentation from the instructor and the Chair. In certain instances as approved by the Committee, the Assistant Dean for Academic Affairs may handle the review as the designee of the Committee. After review, the CPH Curriculum and Academic Programs Committee may meet with all parties involved at their discretion, and will rule on whether or not there is sufficient basis for the appeal to be heard further in accordance with the following assumptions without ruling on the merits of the case:

- A. No student appeal of a grade by an instructor shall be heard by the CPH Curriculum and Academic Programs Committee until the student has sought satisfaction of the complaint by conference with both the instructor and the Chair;
- B. An instructor shall not be required to answer to any authority concerning the basis of his/her professional or clinical judgment about the didactic, laboratory or clinical performance of a student, unless the petitioner is able to document clear evidence of arbitrariness, capriciousness, or discrimination;
- C. Any appeal on performance standards, grades, and grading system shall follow the procedures specified in this document, which is published as the official policy and procedures of the College of Public Health at The University of Georgia.

The CPH Curriculum and Academic Programs Committee will render a decision on the appeal and all parties involved will be notified in writing within five (5) days following review of the petition. The decision of the CPH Curriculum and Academic Programs Committee represents the final decision of the College on any academic appeals.

#### **Step 4: Formal University Review – UGA Educational Affairs Committee**

If the student is dissatisfied with the decision of the CPH Curriculum and Academic Programs Committee, he/she has the right to appeal the decision to the UGA Educational Affairs Committee within ten (10) working days of the response from the Committee.