

April 17, 2017

**Augusta University
College of Allied Health Sciences**

**Student Rights and Due Process
In Academic and Disciplinary Matters**

Students have the right to due process in academic and disciplinary matters that could lead to suspension or withdrawal from the College of Allied Health Sciences (CAHS), including the right to know the charges against them, the consequences, the right to submit a grievance, and the right to appeal.

All student academic and disciplinary matters must first be fully investigated at the departmental level. A student must be given due process at the departmental level before a recommendation of suspension or withdrawal is forwarded to the CAHS Dean by a Department Chair. Only the CAHS Dean has the authority to suspend or withdraw a student for an academic or disciplinary matter.

When an academic or disciplinary recommendation is submitted to the Dean from the Chair, the Dean must also give the student due process before he/she renders any decision. Due process may take the form of a student's written response to the allegations and/or a face-to-face meeting with the Dean. Once the Dean have rendered his/her decision against a student, the student has a right to appeal the matter to the College of Allied Health Sciences by contacting the CAHS Associate Dean of Academic Affairs. (See the Appeals Process below)

Student grievances must follow a similar process. The student must submit a formal grievance in writing to the Department Chair. The Chair will then proceed according to the department grievance process. The student must be given the right to meet with the department Chair/department grievance committee depending on the departmental process. The grievance committee will submit a recommendation to the chair if such a committee is part of the department process. The Department Chair will render a decision/recommendation in writing to the student, the CAHS Dean, and any faculty/staff involved.

For grievance issues, a student may appeal a Chair's decision/recommendation(s) to the Dean of the CAHS. The Dean must give the student due process in grievance matters. Due process may take the form of a student's written response to the decision/recommendation and/or a face-to-face meeting with the Dean. Once the Dean have rendered a decision/recommendation, the student has a right to appeal the matter to the College of Allied Health Sciences by contacting the Associate Dean of Academic Affairs for the CAHS. (See the Appeals Process below)

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Student Academic Progress and Academic Conduct/Grievance Appeals

CAHS Student Academic Appeals Process

1. After receiving written notification of unsatisfactory academic progress or unsatisfactory academic conduct from the CAHS Dean, the student may appeal the Dean's decision by notifying the CAHS Associate Dean of Academic within 5 days after receiving official communication from the Office of the CAHS Dean.
2. The Associate Dean will immediately contact the President of the CAHS Faculty Council to activate a subcommittee of the Faculty Council, the CAHS Review Body. Additionally, the Associate Dean will meet with the student to inform the student of his/her rights and the format of the appeal hearing.
3. The CAHS Review Body must hold an appeal hearing within 10 days of being activated by the Associate Dean.
4. The CAHS Review Body will invite the appropriate CAHS administrators and faculty who are involved with the student's suspension, withdrawal or other academic sanction to the appeals hearing.
5. The student may invite any witnesses he/she deems necessary in his/her defense. The student is allowed to be accompanied by an advocate. The advocate may not be an attorney. The advocate may not address witnesses or any person on the Review Body. The advocate may advise the students during the hearing. The hearing is recorded and retained for the CAHS' records.
6. Upon the completion of the hearing, the Review Body has 3 days to render a decision in writing to the student, the CAHS Dean, and the Department Chair. The decision of the CAHS Review Body is final.
7. If the student disagrees with the decision of the CAHS Review Body, he/she may appeal the decision to the Augusta University Vice President of Academic Affairs.
8. Students may not appeal a grade. However, if the student believes that grading standards were not applied equally to all students in a course, an appeal is warranted.

REFERENCES & SUPPORTING DOCUMENTS

CAHS Student Appeals Process

The CAHS Student Appeals Process is available at

http://www.augusta.edu/alliedhealth/faculty/council/student_appeal_process.php.

Augusta University Student Academic Grievances Policy

The AU Student Grievances Policy is located in the AU Policy Library Section 03 (Academic Affairs) available at

<http://www.augusta.edu/compliance/policyinfo/policies.php> and

in the AU Undergraduate Catalog Academic Regulations section related to Student Academic Grievances available at

<http://catalog.augusta.edu/content.php?catoid=27&navoid=3332>.

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Augusta University Academic Conduct

The AU Academic Conduct policy is located in the AU Student Manual Section 5.2 (Academic Conduct) available at <http://www.augusta.edu/student-life/documents/2017austudentmanual.pdf>.