

# Augusta University

## Policy Library

### Student Academic Appeals Policy

**Policy Owner: Office of Academic and Faculty Affairs**

#### **POLICY STATEMENT**

An academic appeal is a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career. The appeals procedure does not apply to issues which have broad application to the university as a whole or to constituent groupings within the university. However, appeals can be made in matters such as admission, transfer of credit, probation, suspension, dismissal, and other similar matters. Appeals also may be made in cases related to the Augusta University Student Concerns Regarding Educational Expectations Policy. A supervisor's decision in an appeal can itself be appealed, but there is no appeal of the President's decisions except in cases where it is reasonably alleged that a decision against the student was based on discrimination with respect to race, sex, age, handicap, religion, or national origin. [text]

This policy provides a means to appeal in cases where administrative decisions have been made which may have a negative effect on a student's academic career. It addresses situations not covered by the Student Academic Grievance Policy.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

**Academic Appeal** -- a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career.

**Supervisor** –the person supervising the decision-maker whose decision is being appealed, usually a dean of a college or his/her designee (e.g., academic affairs dean, associate or assistant dean, vice dean, etc.).

#### **PROCESS & PROCEDURES**

The procedures set forth here are intended to provide students at Augusta University a means for appealing administrative decisions which are alleged to have a negative impact on that student's academic career. If the student wishes to address alleged violations of his/her rights by his/her instructor, the student should refer to the Student Academic Grievance Policy. If the student's problem is related to a nonacademic issue, he or she should refer to the Augusta University Student Code of Conduct.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 451

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 05/12/2016

**Last Review:** 06/09/2017

## 1. Appeals of Administrative Decisions

- 1.1. A student may file an appeal whenever he or she can reasonably claim that an administrative decision affecting his or her program of study was not justified by the procedures and/or guidelines established to govern that decision. It is not necessary that the student allege discrimination or other wrongdoing on the part of the administrator.
- 1.2. The student should submit the appeal in writing to the immediate supervisor of the administrator responsible for the decision he or she questions. It is the student's responsibility to gather the evidence necessary to support his or her case and to include that evidence when submitting the written appeal. In preparing the appeal, the student should keep in mind that the primary issue is whether the administrative decision was justified by the procedures and/or guidelines established to govern that decision.
- 1.3. The supervisor to whom the appeal is made may choose to appoint and be advised by a consultative board composed of students and/or faculty and/or administrators of the supervisor's own choosing, and may also choose to charge such a board with hearing oral arguments and/or with making inquiries into specified matters of fact. However, if a student has alleged discrimination on the basis of race, sex, age, handicap, religion, or national origin, a consultative board must be appointed and must include at least one student and at least one faculty member who is not an administrator. In no case will the supervisor be bound by the advice of the board.
- 1.4. The supervisor to whom the appeal is made will render a final decision in the case within ten (10) business days, and may either:
  - 1.4.1. uphold the original decision
  - 1.4.2. modify the decision, or
  - 1.4.3. overturn the decision.
- 1.5. If the student is not satisfied with the outcome of the administrative appeal, he or she may appeal the decision to the president.

## 2. Appeal to the President

- 2.1. If the student found to be in violation of the Augusta University Academic Conduct policy wishes to appeal the decision made by the Dean about his or her case, he or she must file a written appeal of the decision to the President of the University.
- 2.2. All appeals must be in writing and submitted to the President of the University (or his/her designee) within five (5) business days of the receipt of the decision.
- 2.3. The purpose of appeal procedures is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. The appeal process is not intended to grant a new hearing at a higher level.
- 2.4. It is the student's responsibility to gather the evidence necessary to support his or her case and to include that evidence when submitting the Presidential appeal. In preparing the appeal, the student should keep in mind that the primary issue is whether the decision was justified by the procedures and/or guidelines established to govern that decision.

- 2.5. The President or his/her designee (e.g., Provost or Vice President for Academic and Faculty Affairs) shall review the appeal within five business days. He or she may either:
  - 2.5.1. uphold the decision,
  - 2.5.2. overturn the decision,
  - 2.5.3. or modify the decision.
- 2.6. The President or his/her designee shall notify in writing the concerned parties (i.e., both principals, the dean, and the VPAFA) of his/her decision within five (5) business days.

### **3. Appeal to the Board of Regents**

- 3.1. Students have the right to appeal final decisions of the President to the Board of Regents of the University System in accordance with Article IX of the Bylaws of the Board of Regents.
- 3.2. Any person in the University System aggrieved by a final decision of the president of an institution may apply to the Board of Regents, without prejudice to his position, for a review of the decision.
- 3.3. The application for review shall be submitted in writing to the Board's Senior Vice Chancellor for Support Services or designee within a period of twenty (20) days following the decision of the President.
- 3.4. It shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of or appointed by the Board) is not a matter of right but is within the sound discretion of the Board.
- 3.5. The Board may, in its discretion, refer a matter for mediation, arbitration, or evaluation of settlement options.
- 3.6. If an application for review is granted, the Board, a Committee of the Board, a Committee appointed by the Board, or a hearing officer appointed by the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board.

The decision of the Board shall be final and binding for all purposes.

### **REFERENCES & SUPPORTING DOCUMENTS**

#### **Appendices**

Policy 4.7.1 of The Policy Manual of the Board of Regents

[http://www.usg.edu/policymanual/section4/policy/C333/#p4.7.1\\_student\\_appeals](http://www.usg.edu/policymanual/section4/policy/C333/#p4.7.1_student_appeals)

### **RELATED POLICIES**

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### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/09/2017