

Student Appeals Process Following Academic Exclusion

Adopted by President's Cabinet 8/26/13

A. Academic Exclusions

A student may challenge his or her academic exclusion and loss of financial aid on the grounds stated below, by filing a "*Letter of Appeal*" using the form available on the EGSC Office of the Registrar and Financial Aid Office. An appeal may be filed on the following grounds and within the prescribed time periods as follows:

- (1) **Error in GPA:** The student may appeal the exclusion on the grounds that the exclusion is invalid because it is based on a computational or clerical error in the student's GPA. This appeal request is made to the **Registrar**.

Procedure for Appeal to Registrar: A student appeal to the Registrar under this policy must be made within three business days of the date the Registrar's Office makes grades available via Banner Web. The Registrar's review is a review of the student's record and re-calculation of the student's GPA and credit hours. After the review, the Registrar will communicate his or her decision in writing to the student. The student may appeal this decision to the President within three business days of receipt of the Registrar's decision. The student may appeal to the President by submitting a letter of appeal addressed to the President but mailed to the Registrar for transmittal to the President. The President's review of the appeal is a review of the record only. The President's decision is the final institutional decision and may be appealed to the Board of Regents within the timelines as set forth in paragraph 2 below.

- (2) **Request to Modify the Exclusion Period Due to Changed Circumstances:** The student may appeal the imposed exclusion period and allege that due to the student's changed circumstances, the imposed exclusion period should be shortened. This request must include a description of the changed circumstances since the exclusion. The appeal is made to the **Academic and Financial Aid Appeals Committee**.

Procedure for Appeal to Academic and Financial Aid Appeals Committee: This appeal request is made to the Academic and Financial Aid Appeals Committee. Students must submit the *Letter of Appeal* form to the Office of the Registrar two business days prior to the scheduled Academic & Financial Aid Appeal meetings (see Academic Calendar). The appeal form must include the reason for the appeal and attached supporting documentation. If the student's academic appeal request is granted he/she would be returned to Academic Probation and be required to carry at least a term 2.0 GPA during any subsequent semester until the cumulative GPA is 2.0 or above or face dismissal again.

As a part of being granted the appeal to return, the Committee may impose academic restrictions or requirements which must be adhered to by the student or risk termination of their classes and revocation of the granted appeal. The terms of the previous exclusion would then be enforced following the term of non-compliance and future appeals would not be considered. The student would be required to honor the terms of the exclusion.

Procedure for Appeal to the President: The Committee's decision concerning academic appeals may be appealed to the President. The appeal to the President must be submitted by 5PM three business days following the Academic and Financial Aid Appeal Committee's written notification decision. The student's appeal request to the President must be submitted to the Registrar and should contain a cover letter to the President requesting the appeal, this appeal form and the same supporting documentation submitted to the appeals committee. The appeal to the President is a review of the record and is not a hearing. The President will not overturn a decision of the Committee unless the Committee's decision was arbitrary and capricious. The President's decision is the final institutional decision.

Procedure for Appeal to the Board of Regents of the University System of Georgia: The student has (20) twenty days after the President's decision to appeal to the Board of Regents. The Chair of the Board's Committee on Organization and Law, in consultation with the Board's chief legal officer, determines if the matter should be presented to the Board.

- B. Financial Aid Appeals:** A student may appeal the loss of financial aid using the *Letter of Appeal* form. This appeal is made to the Academic and Financial Aid Appeals Committee. The final decision concerning financial aid appeals rests with the Committee.