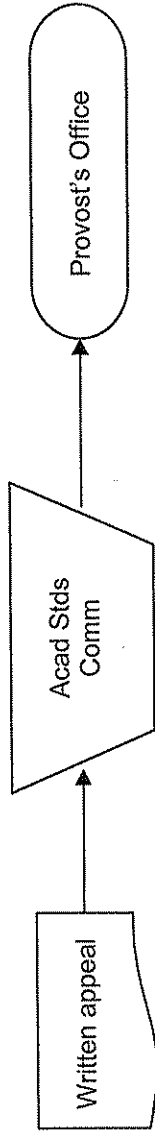


Current Academic Appeals Processes

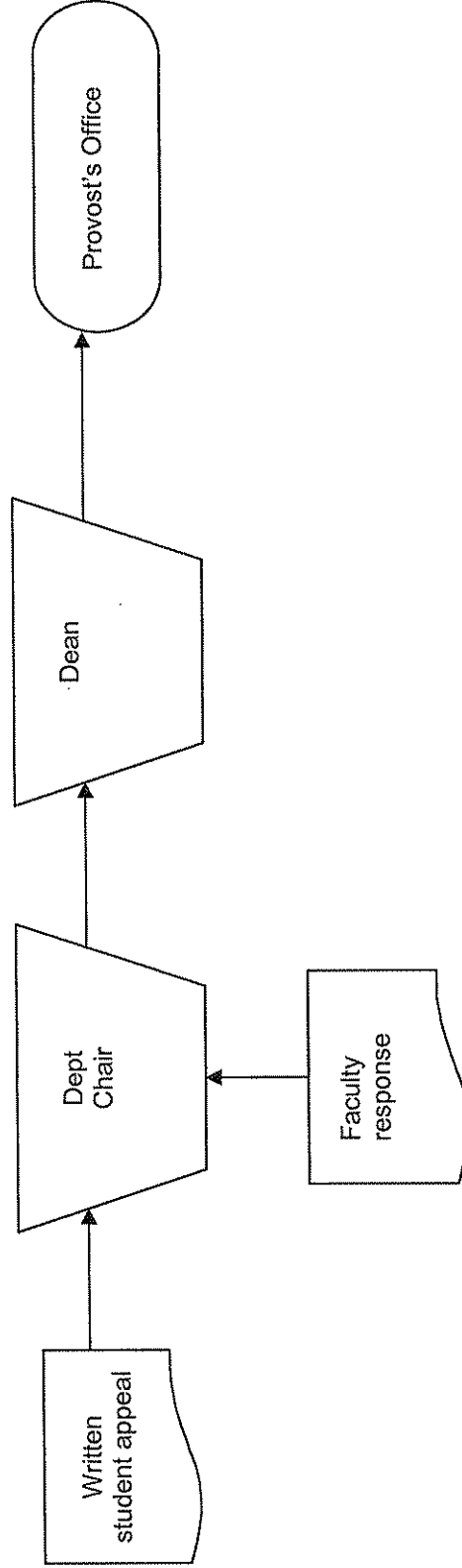
Academic Standards Appeals

- Change a grade more than 1 year old
- Obtain a post-facto medical withdrawal
- Petition for exemption of university academic requirements
- Request substitution in Areas A-E with no applicable chair
- WF appeal



Academic Grievances

- Deny academic dishonesty
- Exercise student rights defined in policy
- Grade fairness or determination
- Instructor fulfillment of responsibilities
- Plead for lesser sanction when dishonesty acknowledged



Academic Appeal Procedures for Students [Draft]

There are three processes for academic appeals depending on what is being appealed and when the appeal is occurring:

1. Academic Grievance—

This is an appeal of a grade received that the student feels is unfair or inaccurate based on his/her perceived performance in a class. Often, though not always, the complaint deals with perceived unequal treatment, failure of the teacher to follow policy, or erroneous grade calculation.

[\[Click here for more information\]](#)

2. Medical Withdrawal (if the semester affected is still in session)—

Appeals for medical withdrawals—if the semester affected is still in session—are made directly to the Dean of Students in Davidson Hall.

[\[Click here for more information\]](#)

3. Academic Standards—

The Academic Standards Committee reviews three types of appeals:

1. Grade Appeal—

A student may request a change of grade from WF to W due to special circumstances. A student may also request a change of grade in a course or courses taken more than one academic year prior to the current semester. Typically, this grade change involves allowing an “I” grade that has converted to an “F” to be changed to a productive grade (A, B, etc.). Students can also appeal a W, requesting removal of the grade from record.

[\[Click here for more information\]](#)

2. Medical Withdrawal (if the semester affected has ended and final grades have been posted)—

Appeals for medical withdrawals—if the semester has ended and final grades have been posted—are made to the Academic Standards Committee via the Registrar.

[\[Click here for more information\]](#)

3. Exception Petitions—

This appeal deals with issues associated with program and course requirements for degree completion. Specifically, this appeal process covers the following:

- Exception to, or substitutions for, courses required in Areas A through F of the Core Curriculum. Refer to the listing of courses approved in the core in the Core Course Menus section and to the Course Requirements section of the appropriate catalog.
- Exemption from or exceptions to the academic requirements as outlined under General University Requirements in the University Catalog.

[Click here for more information.](#)

The Academic Standards Committee meets monthly, or as necessary, to review cases and to make recommendations; it then forwards its recommendation, forms, and documentation to the Vice-President for Academic Affairs for the final decision. The VPAA sends the forms and final decision to the Registrar, the initiating advisor, and the student applicant.

Academic Grievance [\(linked page\)](#)

The academic grievance procedure is primarily designed as a route to the resolution of academic or related differences concerning academic fairness that may arise between a faculty member and a student within a particular course during a single semester/term. This procedure is not available to challenge university policy; however, an alleged improper application of policy may be considered. If there is uncertainty about the appropriate form or direction of a grievance in a particular case, the director of Judicial Affairs should be consulted.

Students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Faculty members are responsible for informing the students in their classes of their requirements for each course that they teach, including attendance policies and methods for course evaluation. Examination situations should be clearly defined, as well as requirements for outside projects or papers, and plagiarism should be carefully defined.

Timeliness of Grievance

Grievances must be addressed in a timely fashion. Academic grievances must be initiated within the semester/term the problem occurs or within the first ten-(10) university working days of the next semester/term. The Grievance Review Board may consider extenuating circumstances for any exception to this time limitation. Those circumstances must be beyond the control of the student such as hospitalization or military assignment.

Informal Academic Grievances

Any student who has an academic fairness complaint with a faculty is encouraged, but not required, to meet with the faculty and/or the faculty member's department chair seeking to resolve the problem informally at the lowest level.

Faculty have a responsibility to post and maintain regular office hours and to make special appointments to meet with students, answer questions concerning course material and attendance records, share the record of a student's grades in the course, explain how particular grades were derived, and to answer questions about examinations within a timely fashion. The faculty is the best authority to explain course requirements and to settle misunderstandings about grades.

Department chairs maintain an open door policy to talk with students. The department chair can assist the student in understanding university or system policy, can direct the student to the times a particular faculty will be available, or attend a meeting with both the student and the faculty. The chair serves as an objective third party acting as a resource to both the student and the faculty. Chairs and deans are responsible for knowing and being able to explain student and faculty rights and responsibilities as well as, grievance and appeal procedures. The chair will also supply each party with a Student Handbook, referring the parties to the section on formal grievances and noting the filing deadline. If the deadline for filing a formal grievance is less than five (5) university working days away, the department chair may write a letter to the director of Judicial Affairs indicating that significant progress is being made in the informal handling of the case and that the deadline for filing the formal grievance should be extended by an additional ten (10) university working days.

If the department chair is not available within three (3) university working days or if the department chair is the faculty member with whom the student has a complaint, the dean of the college may act as a facilitator as described above. There is no required meeting with the dean.

Formal Academic Grievances

If the informal attempt fails or if the student does not wish to meet informally with the faculty member, the department chair, or the dean, the student may file a formal, written complaint with the Assistant Director of Judicial Affairs. If the director of Judicial Affairs is away from campus or has a conflict of interest in the case, the complaint may be filed with either the Assistant Vice President for Academic Affairs or the Assistant Vice President for Student Affairs. Henceforth for the purpose of this policy, any of these three (3) administrators who receives a written complaint shall be referred to as the "Judicial Officer."

Due Process for formal academic grievances at Columbus State University includes:

1. written notification of charge;
2. the opportunity to review evidence supporting the charge(s);
3. the opportunity to present evidence in response to the charge(s);
4. the right to have an advisor from the university community present during any hearing (sometimes an attorney—see Academic Grievance Policy Brochure, Advisors);
5. unless time extensions have been granted, the right to a written decision based on the evidence within forty (40) university working days from the date of the filing of the formal grievance.

For additional information see the Academic Grievance Procedure Brochure, the Director of Judicial Affairs, the Assistant Vice President for Academic Affairs, the Assistant Vice President for Student Affairs.

Medical Withdrawal (if in the semester affected is still in session) [\(linked page\)](#)

The policy and procedures of such a medical withdrawal follow.

Policy: A student may be administratively withdrawn from the University when in the judgment of the Dean of Students, and after consulting with appropriate university officials, such as the Director of Student Health Services and/or the Director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat to the student, the university, or a student shall, upon written request, be accorded an appropriate hearing with the Vice President for Student Affairs prior to final decision concerning his or her continued enrollment at the University. In emergency situations, a decision on medical withdrawals may be made prior to a hearing, but review of the decision may be made at the student's request.

In addition, the student should understand that:

- Medical withdrawals should be processed as complete withdrawals from the University, unless a partial withdrawal is deemed appropriate by a qualified medical professional and then approved by the Dean of Students. There is no monetary refund for a partial medical withdrawal.

Note: Students living in on-campus housing should consider the 12 credit hour rule for residency, if they intend to request a partial withdraw. Additional approval may be required by the Director of Residence Life to remain in housing.

- The date of the medical withdrawal should coincide with the last date of attendance in class.
- Medical withdrawals should not be subject to failing grades.
- A complete medical withdrawal from the University will qualify the student for a pro-rated refund if the withdrawal date is still within the allowable period in the semester (pro-rated refunds do not continue through the entire semester). The pro-rated refund schedule for the current semester can be found at: <http://registration.colstate.edu/refundtbl.asp>. (See the office of Student Accounts for balance inquiries)
- If a student completed a "part-of-term" course that ended prior to the medical condition, a partial withdrawal may be acceptable to receive course credit. However, there will be no prorated refund for the remaining classes.
- A student who files, or attempts to file, a fraudulent application for a medical withdrawal to avoid a failing grade or disciplinary action will be consider in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.

Procedure:

- The student should submit a formal letter of request to the Dean of Students, which should include the class(s) and reason for the request. The Dean of Students may require an interview with the student.
- Qualified medical personnel should submit their recommendation(s) directly to the Dean of Students. This should be on professional letter head and preferably delivered by mail; a faxed copy from the office of the medical professional may be accepted.
- The student should contact each of his or her professors and request that they send the Dean of Students an email stating the last date of attendance in that particular class. (If due to the student's medical condition the student cannot accomplish this, the office of the Dean of Students will assist, upon request.)

Note: If it is determined by qualified medical personnel and approved by the Dean of Students that a student is not physically or mentally capable of completing this process, the student's parent, guardian, or legal next of kin (whichever is most appropriate) may act on the behalf of the student.

Once this information is received the student's case will be reviewed and a decision forwarded to the registrar. A copy of that decision will be mailed to the student.

Send all supporting documents to: Aaron J. Reese
Dean of Students
Columbus State University
4225 University Avenue
Columbus, Georgia 31907
FAX: (706) 568-2434

Grade Appeal [\(linked page\)](#)

Students wishing to drop a course after the last official day of the schedule change period must officially withdraw from the course through CougarNet. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of a WF. A student may appeal the WF grade if documentation of non-academic hardship is provided. Students may not withdraw from a required learning support course with a grade of W while remaining in degree level courses. To remain in degree level courses, the learning support withdrawal grade will be WF and will count as a learning support attempt. Refer to the CSU website for specific dates and additional information regarding course withdrawals.

[link to form]

Medical Withdrawals (if the semester has ended and final grades have been posted) [\(linked page\)](#)

These kinds of medical withdrawals require that students send supporting documentation to the Registrar in University Hall, instead of the Dean of Students. The Registrar will research the appeal before forwarding it to the Chair of the Academic Standards Committee.

The policy and procedures of such a medical withdrawal follow.

The student should understand that:

- Medical withdrawals should be processed as complete withdrawals from the University, unless a partial withdrawal is deemed appropriate by a qualified medical professional and then approved by the Dean of Students. There is no monetary refund for a partial medical withdrawal.
- The date of the medical withdrawal should coincide with the last date of attendance in class.
- Medical withdrawals should not be subject to failing grades.
- If a student completed a “part-of-term” course that ended prior to the medical condition, a partial withdrawal may be acceptable to receive course credit. However, there will be no prorated refund for the remaining classes.
- A student who files, or attempts to file, a fraudulent application for a medical withdrawal to avoid a failing grade or disciplinary action will be considered in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.

Procedure:

- The student should submit a formal letter of request to the Registrar, which should include the class(s) and reason for the request. The Registrar may require an interview with the student.
- Qualified medical personnel should submit their recommendation(s) directly to the Registrar. This should be on professional letter head and preferably delivered by mail; a faxed copy from the office of the medical professional may be accepted.
- The student should contact each of his or her professors and request that they send the Registrar an email stating the last date of attendance in that particular class.

Note: If it is determined by qualified medical personnel and approved by the Dean of Students that a student is not physically or mentally capable of completing this process, the student’s parent, guardian, or legal next of kin (whichever is most appropriate) may act on the behalf of the student.

Once this information is received, the Registrar will forward the student’s case to the Academic Standards Committee for review. A copy of the committee’s decision will be mailed to the student.

Send all supporting documents to: The Office of the Registrar
124 University Hall
Columbus State University
Columbus, GA 31907-5645
706-507-8808
FAX 706-568-2462

Exception Petitions ([linked page](#))

The procedure for processing an appeal is as follows:

- With the advisor's help, the applicant should fill out the Exception Petition Form and include any documentation that may help the Academic Standards Committee and the Vice President for Academic Affairs reach a decision.

[link to form]

- Requests for change of grades should be made on the change of grade form and should be initiated by the instructor of the course.
- Have the form and supplemental information sent to the chair of the Academic Standards Committee.
- The chair will forward the forms to the Dean of the appropriate college who will make preliminary recommendations.

The petition will then be considered by the Academic Standards Committee.