I. **Purpose**
   A. It is in the best interest of the College of Education to foster a spirit of justice and fairness among students, faculty and administrators. Toward this end, the College of Education has established the system of appeals described below. This system is intended to afford students an appropriate opportunity to appeal certain academic decisions or academic actions of faculty, administrators, or other College of Education employees on either procedural or substantive grounds (see Part II, *Functions*).
   B. The College of Education recognizes that it is often difficult to bring such matters to the attention of University faculty or administrators. The mechanisms that have been created are meant to facilitate the handling of these matters. All matters discussed by and before the Committee will be kept confidential.

II. **Functions**
   A. The Dean of the College of Education will activate the College of Education Academic Appeals Committee (AAC). The AAC serves to provide a mechanism for the protection of student and faculty rights in academic matters not resolved at the departmental level. Committee decisions on appeals that are fully documented by evidence will be delivered to the Dean within the designated time frame. The Dean will make the final decision regarding the appeal (see Part IV, *Procedures*). The scope of the AAC is outlined below.
   B. The AAC will hear the following appeals:
      i. Academic Appeals of Final Course Grades Resulting from a Faculty Member’s
         1. Alleged deviation from the course syllabus
         2. Alleged errors in application or grading procedures
         3. Alleged lowering of grades for non-academic reasons
   C. The AAC will not hear the following appeals
      i. Charges against a student for violations of the University Honor Code.
      ii. Charges against a student for violations of a legal nature that are in direct conflict with University, College, or Departmental requirements (e.g., problems related to background checks or drug charges).
      iii. Admission to Internship without first completing designated requirements.
      iv. Admission to a course without first completing the designated requirements (e.g., courses, tests, or assignments).
      v. Appropriate transfer of courses taken outside of the College of Education
and/or Armstrong, which is determined by appropriate program coordinators and faculty.

   vi. Grade change appeals from a student who has already graduated. vii. Individual assignment grades in a course.
   viii. Disputes regarding the outcomes of official disposition assessments.

III. Committee Composition
   A. At a minimum, the AAC will comprise three faculty members from each department in the College of Education. Committee members are appointed by the dean. A quorum, or one more than half of membership, is necessary to render a recommendation to the Dean.
   B. Appointments made by the Dean will encompass two academic years. Membership may be extended for one or more academic years.
   C. The Chair of AAC will be a member of the committee elected by fellow committee members. The chair will serve in this position for a two-year term and may be re-elected as chair for the subsequent year.

IV. General Procedures
   A. The AAC will meet upon request when appeals are petitioned to the Dean of the College of Education.
   B. Minutes of each meeting will be recorded and securely maintained in the office of the committee chair. Minutes will remain confidential to the extent limited by state law.

V. Hearing Procedures
   A. The AAC expects faculty members and students to act in good faith and in accordance with the principle of direct communication in order to resolve misunderstandings, disagreements, and grievances. The AAC, therefore, serves to resolve such issues appropriately brought before the committee.
   B. In accordance with University policy, an academic appeal must be initiated no later than midterm of the semester after the final course grade was posted. Should the appeal involve a course that serves as a prerequisite to another, please see Part V, Section C, Exceptions below. The following is the protocol that the student must follow to resolve a grievance prior to filing his or her appeal. Failure to comply with this sequence demonstrates unprofessional behavior and will delay the appeal process.
      i. A student with concerns about any aspect of his or her courses is expected to communicate this feedback directly to his or her instructor(s).
      ii. If no resolution is forthcoming, the student should consult with the department head to attempt an informal resolution.
      iii. Once a student has met with the instructor and department head and the situation has not been resolved, the student then may make a formal appeal to the AAC. This appeal must come to the Committee in a written form (see attached form) no later than midterm of the subsequent semester of the issue at hand. This written appeal form is to be submitted to the
Dean’s office and goes to the Chair of the AAC only after informal resolution has failed.

iv. At this point, the Chair of the AAC will inform the committee members of an impending appeal, and the faculty member or administrator will receive a copy of the appeal. The faculty member or administrator and the respondent will have five (5) business days from the official date of notification to submit information related to the case for clarification.

v. The AAC, after receiving all relevant materials, will convene. After careful consideration of all available documentation, the Committee will make its decision by a two-thirds (2/3) vote. The recommendation of the Committee will be recorded in the form of a written report to the College of Education Dean no later than ten working days following the meeting of the committee.

vi. The College of Education Dean will review the recommendation of the AAC. The Dean will provide written notification to the Appellant (i.e., Student), the Respondent (i.e., Faculty Member or Administrator), and other interested parties deemed appropriate of his or her decision.

vii. If the Appellant is dissatisfied with the Dean’s decision and wishes to appeal further, he or she must file a written request for review by the Provost or his/her representative stating the basis for the review and the resolution sought by the student within ten (10) business days. Acting as the University President’s representative, the Provost shall make a final decision on the matter per university guidelines.

C. Exceptions to the above cited timeline include registration for a course for which the course grade being appealed is a prerequisite. Part B must be initiated by the student by the first day of the subsequent semester for which a course grade is being appealed. The appeal process may be expedited so as to avoid negatively impacting the student’s academic standing or financial aid. The student must sign an acknowledgement that he or she will be dropped from a course if prerequisite(s) are not met following the academic appeal.

VI. Responsibilities of All Parties

A. The Appellant (i.e., Student) and the Respondent (i.e., Faculty Member or Administrator) as appropriate will be granted the opportunity to present his or her own documented evidence and perspective in writing if the case is sent to the AAC. The parties will be represented by the written documents that are prepared for the Committee’s review. The AAC will not receive comments verbally from any of the involved parties; all comments to this Committee are to be made in writing. The proceedings of each meeting of the AAC will be recorded to ensure that an adequate record is available in the event of any further proceedings.

B. All documentation for each case shall be available for examination by the members of the AAC a minimum of five (5) days in advance of the meeting.

C. Although the members of the AAC have access to the records and particulars of all cases which come before them at their meetings, it is the responsibility of those members to keep all information confidential and that this information not be discussed outside of the meeting room.

D. The Appeals Bylaws will be published by the Dean’s Office of the College of Education and disseminated to all the faculty and students of the College. It is the
responsibility of each member of the College to be familiar with the system.

E. Neither the Appellant nor the Respondent may attempt to influence a case through contact or discussion with any member of the Appeals Committee. Should any member of the Appeals Committee be contacted by an appellant or respondent in an effort to influence his or her decision, that member is obligated to report such contact to the AAC Chair immediately.

F. Members of the AAC shall make their decisions and recommendations on the basis of the evidence presented at the meeting only. Any member of the AAC who has a vested interest or involvement in an appeal shall disqualify himself or herself from participation in said appeal.
Academic Appeals Committee Petition
(Must be legible. Please use a ball point pen or type)

Send this completed form and attached supporting documentation to the Dean’s Office, located in University Hall #250 to:

College of Education
Office of the Dean
Armstrong State University
11935 Abercorn Street
Savannah, GA 31419

The recommendations of the committee and final decision of the College of Education Dean will be mailed to the address indicated below.

Name __________________________________________________________

Student ID Number _____________________________________________

Address: _______________________________________________________

City________________________State_________Zip ____________

Day Phone________________________Email Address __________________

Planned graduation date____________________catalog year __________

Are you currently enrolled?__________If yes, current academic load____________

Present Major ________________________________________________

Classification: Fr. Soph. Jr. Sr. Grad student

I am petitioning the Academic Appeals Committee for (be very specific; attach any letters or supporting documentation):

Student’s Signature ___________________________________________ Date: ____________

Rev. Spring 2015/13Jan