

Academic Appeals Process From the UHP student manual 2022-2023 pg 8-10

Student Rights and Due Process

Students will be provided due process in disciplinary matters including the right to know the charges against them, the consequences, the right to submit a grievance and the right to appeal.

I. UHP Student Academic Progress Appeals and Academic Conduct Grievances Procedures

A. UHP Student Academic Grievance (classroom/clinic actions) and Appeals (grades) Process

- 1.** After receiving written notification of unsatisfactory academic progress or unsatisfactory academic conduct from the Instructor of Record, the student must start with a sincere attempt to settle the dispute in an informal manner by consulting with the instructor involved by written letter or email within 5 working days in which the dispute occurs. The student should articulate the reason(s) for the grievance/appeal and the expected remedy.
- 2.** The Instructor of Record should provide a response in writing to the student within 5 working days of receiving the student's written grievance/appeal.
- 3.** If the student is not satisfied that a fair and equitable solution has been achieved, the student may submit an informal grievance/appeal to the instructor's supervisor by written letter or email within 5 working days of receiving the Instructor of Record's written response. In most instances, this will be the Program Director. The student should articulate the reason(s) for the grievance/appeal and the expected remedy, along with any documentary evidence.
- 4.** The Program Director should provide a response in writing to the student within 5 working days of receiving the student's written grievance/appeal.
- 5.** If the student is still not satisfied, he/she may submit a formal grievance/appeal to the UHP Department Chair by written letter or email within 5 working days of receiving the Program Directors written response. The student should articulate the reason(s) for the grievance/appeal, the expected remedy, any documentary evidence or facts to support it, a summary of the steps that have already been taken to resolve the grievance and reasons why the student finds the resolutions unfair or unsatisfactory.
- 6.** The department chair to whom the grievance/appeal is made may CHOOSE to appoint and be advised by a consultative board composed of faculty and/or administrators from the UHP Program Director's Group or the PDG Executive Committee, 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 recommendation of the board. The PDG board hearing the case will have 5 business days to adjudicate the grievance/appeal and render a written recommendation to the UHP Chair.

7. A department administrative representative or PDG board chair will communicate the date, time and location of the hearing with the student. The student will be informed of his/her right to have an advisor attend the hearing with him/her. The advisor may not be an attorney, as this is not a legal hearing. Any advisor accompanying the student is not permitted to speak or participate in the hearing and will be limited to speaking only to the student for which they are advising. The members of the PDG are not permitted to speak to the advisor.

8. The student must notify the department's administrative representative of the name of the advisor at least 2 working days prior to the hearing. The hearing will be recorded and a document generated with information discussed during the hearing.

9. When the student prepares his/her case, he/she should keep in mind that the burden of proof is on him/her, not the instructor.

10. The PDG should provide a recommendation in writing to the UHP Department Chair within 5 working days of the hearing which supports or disagrees with the UHP Program's decision or recommends alternative consequences.

12. The UHP Department Chair should provide a final decision in writing to the student within 5 working days of receiving the PDG recommendation, and may either:

- A. uphold the original decision
- B. modify the decision, or
- C. overturn the decision.

13. If the student is still not satisfied, he/she may submit an appeal to the College of Allied Health Sciences (CAHS) by following the CAHS Student Appeal Process.

B. CAHS Student Appeals Process

The CAHS Student Appeals Process is available at

http://www.augusta.edu/alliedhealth/faculty/council/student_appeal_process.php. If the student is still not satisfied, he/she may submit an appeal to AU by following the AU Student Academic Grievance and Appeals Process.

C. AU Student Academic Grievances Policy

The AU Student Grievances Policy is located in the AU Policy Library Section 03 (Academic Affairs) available at <https://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=32&navoid=3765>.

D. AU Student Academic Appeals Policy

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August 14, 2023