

Appeals Policies and Procedures Department of English

The appeals policies and procedures outlined below are based on the Arts and Sciences= statement of policies and procedures and are designed to provide an impartial review of decisions that a student may allege to be capricious, arbitrary, or discriminatory.

I. Policies

1. No appeal will be considered valid that does not conform to the procedures, deadlines, and policies set forth.
2. Matters having to do with Department policy or with curriculum and program requirements are not appealable.
3. All appeals must be initiated no later than the mid-point of the semester (as indicated by the last day to withdraw with a **AW@**) immediately following the semester during which the alleged grievance occurred whether or not the student is enrolled during that semester.

II. Procedures

In carrying out the steps in the appeal process, all parties should be mindful of the laws regarding slander and libel.

4. The student may initiate the appeal process with a formal written complaint to and an interview with the professor.
5. If the student cannot resolve the complaint as a result of this interview with the professor, the student will submit a written statement of the grievances to the Chair of the Appeals Committee and to the professor who assigned the grade in question. This statement must allege that the student was the object of capricious, arbitrary, or prejudicial behavior and must include copies of any evidence to which the student alludes (course syllabus, graded papers, tests, etc.).
6. Within one week after receiving a copy of the student=s appeal, the defending professor must submit to the Chair of the Appeals Committee a written reply to the charge alleged in the appeal.
7. Within one week after receiving the professor=s reply, the Chair of the Appeals Committee will appoint an Appeals Committee consisting of three faculty members.

III. Committee decision and announcement of results

8. After reading the relevant documents, members of the Appeals Committee shall submit written opinions of the merits of the student's case to the Chair of the Appeals Committee.
9. Within one week of receiving the committee's decision, the Chair of the Appeals Committee will advise the student in writing of the Committee's decision.

See College of Arts and Sciences' policies at
www.gsu.edu/webprjol/cas/wwwcas/public_html/policy/studgrev.html