

# Procedure: 6.5.1p. [V. H.]

## Academic Standards, Evaluations and Appeals

**Revised:** January 17, 2017; May 17, 2016; September 6, 2012; May 5, 2011  
**Last Reviewed:** October 30, 2017; January 17, 2017; May 17, 2016  
**Adopted:** May 5, 2011



### I. PURPOSE:

The technical colleges shall maintain academic standards that are, to the maximum extent feasible, uniformly applied among all students. All students must be provided, absent extraordinary circumstances, a copy of the course syllabus for each class by the end of the first full week of class for every term.

Academic misconduct as defined in the Student Code of Conduct, such as cheating, or misconduct at a clinical site, must be addressed pursuant to the Code of Student Conduct in addition to a student's loss of academic credit or standing that may result from having failed to meet a course's academic requirements.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
TCSG Procedure 6.3.2p. TCSG Student Records Retention Schedule  
TCSG Procedure: 6.7.2p1. Student Disciplinary Procedure  
TCSG Procedure: 6.7.2p2. Model Student Conduct Codes  
29 C.F.R. 38.39 – Workforce Innovation and Opportunity Act

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS: n/a

### V. ATTACHMENTS: n/a

### VI. PROCEDURE:

- 1) Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify the grade a student earns. This documentation shall be maintained for one academic year following the semester the grade was conferred or, in those cases in which a grade appeal is filed, the documentation shall be maintained for three years from the date the appeal is resolved. See Section VI(2) below for grade appeal process.

- 2) A student may appeal a final grade or other academic decision in accordance with their technical college policy. In the absence of a local policy, the student may appeal by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the consultation with the instructor does not resolve the appeal a student may appeal to the instructional dean or director by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within twenty business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the student is not satisfied with the decision of the dean or director, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within thirty business days from the date the student learned or reasonably should have learned of the grade or other action complained of.
- 3) In the absence of a local policy, a student who fails to maintain the required grade point average in a particular program may be placed on academic probation. A student who fails to improve his or her academic performance after being placed on probation may be suspended or dismissed from either the academic program or the technical college.
- 4) In appropriate circumstances, a student may be dismissed from an academic program or technical college without first being placed on academic probation.
- 5) A student who is dismissed from the technical college may appeal their suspension or dismissal in accordance with his or her technical college policy. In the absence of a local policy, the student may file a written appeal with the Vice President for Academic Affairs within ten business days from the date the student learns or reasonably should have learned of their academic suspension or dismissal. The decision of the Vice President for Academic Affairs shall be final.

**VII. RECORD RETENTION:** Documentation relating to grade appeals, including documentation related to the resolution of the grade appeal, should be maintained for three years from the date the grade appeal is resolved.