

# PROCEDURE:

## 6.5.1p1. Academic Standards, Evaluations, and Appeals

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*Adopted: August 15, 2007*

### I. PURPOSE

Ogeechee Technical College will maintain academic standards that are, to the maximum extent feasible, uniformly applied to all students.

### II. RELATED AUTHORITY

State Board Policy 6.5.1. Academic Standards, Evaluations and Appeals  
TCSG Procedure 6.5.1p. Academic Standards, Evaluations and Appeals

### III. APPLICABILITY

This procedure applies to all students enrolled in credit programs at Ogeechee Technical College.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

None.

### VI. PROCEDURE

Instructors will provide students with a copy of the course syllabus by the end of the first full week of class, absent extraordinary circumstances.

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 will allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors will maintain documentation sufficient to justify the grade a student earns. For every final course grade of "F" assigned due to unsatisfactory progress or excessive absences, the last date of attendance and/or academic activity must be recorded. This documentation will be maintained for three academic years following the semester the grade was conferred.

A student who engages in academic misconduct such as cheating will face disciplinary charges under the Model Student Conduct Codes in addition to any loss of academic

credit or standing that may result from having failed to meet a course's academic requirements.

### **Academic Probation and Suspension**

A student who fails to maintain the required 2.0 cumulative grade point average will be placed on academic probation. A student who fails to improve his or her academic performance after being placed on probation will be placed on academic suspension or dismissed from Ogeechee Technical College.

Once placed on academic suspension, a student will not be allowed to enroll for a minimum of one semester. At the end of the one-semester suspension, the student may reenroll in classes. During subsequent semesters, the student must make satisfactory academic progress to prevent an additional academic suspension.

A student who is placed on academic suspension may submit an appeal to the Academic Dean over his/her program to request approval to enroll in classes during the semester of suspension. Upon approval, the student will be allowed to attend classes during the semester of suspension. If the student does not achieve the required 2.0 cumulative GPA the following semester, the student will remain on academic suspension and must submit an appeal to attend classes. If the suspension appeal is denied, the student will not be allowed to attend classes during the semester of suspension.

### **Academic Suspension and Dismissal**

In circumstances dealing with academic misconduct or violation of the Model Student Conduct Codes, a student may be dismissed from an academic program or Ogeechee Technical College without first being placed on probation.

### **Grade Appeals/Academic Decisions by Instructor**

If a student believes that a basis exists for appealing an academic decision regarding a grade or attendance issue, that student should first attempt to resolve the matter with the instructor who issued the grade. Absent extraordinary circumstances, the student has five working days to discuss the issue with the instructor.

If the issue cannot be resolved through discussion with the instructor, the student may file a written appeal with the appropriate Dean for Academic Affairs within five business days from the date of discussion with the instructor. The student will submit a written letter explaining the reason for the appeal and should provide any documentation to support the appeal, such as communication with the instructor, assignments, or other supporting documentation. In an attempt to resolve the grade appeal, the Dean for Academic Affairs may interview the student, instructor, and others who may have pertinent information. The Dean for Academic Affairs will return a decision to the student in writing after review of the appeal and all supporting documentation.

If the Dean for Academic Affairs' written response does not satisfactorily resolve the issue, the student may appeal in writing to the Vice President for Academic Affairs. The

student will provide all documentation from the previous appeals, including all documents presented at the previous appeals and the written denial of the appeal from the Dean. The Vice President for Academic Affairs will review the appeal, along with all provided documentation, and render a decision to the student in writing.

The decision of the Vice President for Academic Affairs will be final.

### **Other Academic Decisions**

A student may follow the same appeal process for other academic decisions, such as dismissal from a program, academic disciplinary issues, or other academic matters that may affect the student's progression in his or her program. The student must initiate the appeal process within five working days of the academic decision.

## **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.