

Policy Approval Form

Gordon State College

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Appeal of Academic Petition Decisions
Number	To Be Determined
Department	Academic Affairs
Policy Editor	C. Jeffery Knighton
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

BOR Policy Manual;
https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Appeal_of_Academic_Petition_Decision_Policy_Form.pdf
Discussions with Provost Council, Faculty Senate Chair and Cabinet

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

GSC Policy Website
Academic Catalog

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton Digitally signed by C. Jeffery Knighton
Date: 2022.05.23 12:47:41 -04'00'

President Signature and Date:  5/26/22

***Policy Template must be submitted with this form.**

Policy Number: _____

Policy Title: Appeal of Academic Petition Decision Policy

POLICY:

A student shall have the right to appeal to the Provost or designee (hereafter referred to simply as "Provost") and to the President of the College. Failure of the student to adhere to the published time deadlines will result in forfeiture of all rights to appeal the petition in question. If deadlines cannot be met due to legitimate reasons, the student can appeal to the office of Academic Affairs (currently located at Lambdin Hall 345) for an extension.

PROCEDURE:

1. The appeal of a decision on an academic petition must be based on substantial new evidence or sufficient grounds for good cause. Substantial new evidence constitutes that which was not available during the original review process and which has a direct bearing on the decision (it does not include evidence that was available but the petitioner failed to submit at the time of petition submission).
2. On this basis, the student may appeal in writing to the Provost and must do so within five working days after the petition decision has been communicated to the student.
3. The Provost will determine the merit of the appeal. If the appeal is determined to have merit, the Provost shall consider all relevant information and render a decision within ten days of the appeal submission.
4. If the student is dissatisfied with the Provost's decision, the student must appeal in writing to the President of the College within five working days after the Provost's decision has been communicated to the student. If the appeal is determined to have merit, the President may within ten work days appoint a committee composed of three members of the faculty of the College or can utilize the services of an appropriate existing committee. The committee shall have ten working days to review all facts and make its findings and report thereon to the President, who will be provided with all relevant information pertaining to the appeal.
5. After consideration of the committee's report, the President or designee shall, within ten working days, make a decision which shall be final. There is no further appeal.