

EDUCATIONAL AFFAIRS COMMITTEE

Submitting an Academic Appeal

Right of Appeal

University of Georgia students have the right to appeal academic decisions. Usually the appeal goes first to the unit responsible for the decision. For example, grades go to the faculty members who assigned the grades; department requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee. An unfavorable ruling at one level can be appealed to the successive levels. A faculty decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college-level ruling can be appealed to the Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and, except for grade appeals, the President's ruling can be appealed to the Board of Regents.

IMPORTANT: You must include your denial letter (or email) from your academic dean as additional documentation with your appeal to the Educational Affairs Committee when appealing grades, departmental, college or school requirements.

Preparing an Appeal

Appeals should be in the form of a letter written and signed by the student. Letters must clearly and concisely explain the appeal and include all relevant information in support of the appeal. When requesting readmission after dismissal, please describe what led to the dismissal, what the student has been doing while on dismissal, and what measures will be taken to ensure future academic success if readmitted. If the appeal is based on a medical (physical or mental) or personal hardship, please provide documentation of that hardship.

IMPORTANT: State the matter being appealed in the first sentence. Your appeal must include your full name, UGA student ID number or the last four digits of your Social Security Number, postal address, UGA e-mail, and phone number on the first page in the upper left corner. Appeals must be prepared and signed by the student; appeals cannot be prepared on behalf of the student by another party.

Submitting an Appeal

Appeals should be submitted to the Office of the Vice President for Instruction by any of the methods below:

MAIL: Educational Affairs Committee
Office of the Vice President for Instruction
University of Georgia
101 Franklin House
Athens, Georgia 30602-1698

FAX: (706) 542-0544

EMAIL: appeals@uga.edu

IMPORTANT: Submission deadlines are strictly enforced and no exceptions to deadlines are allowed. Go to <http://www.uga.edu/ovpi/eac/eacomm.htm> for submission deadlines and meeting dates.

Review of Appeal

A three-member Petitions Subcommittee is appointed by the Educational Affairs Committee from among its faculty members, and this subcommittee meets throughout the academic year to review and decide upon academic appeals. The Office of the Vice President for Instruction provides administrative support to the Educational Affairs Committee, and that staff manage the appeals process on behalf of the appointed faculty. Communication should be directed to the Office of the Vice President for Instruction, not appointed faculty, before and after the appeal is reviewed and a decision made.

Time Limit to Appeal

Grade appeals must be received within one calendar year from the term in which the grade was recorded. Other appeals must be received by the deadline shown on your denial letter (or email) from your academic dean, if applicable.

Deadline for Appeals

The meeting dates and deadlines are established at the beginning of each academic year. Each meeting has a full agenda and limited time to consider submitted appeals. The Office of the Vice President for Instruction prepares an appeal file for each student, obtains a recommendation from the academic dean for the student, and coordinates the meetings of the Petitions Subcommittee. Meeting dates and deadlines may be found online at: <http://www.uga.edu/ovpi/eac/pdates0708.pdf>

IMPORTANT: Late appeals are not accepted, and the Educational Affairs Committee does not allow exceptions. If you miss the deadline for a particular meeting, your appeal will be held until the next meeting.

Student Appearances

Decisions are based solely on the appeal and any additional documentation provided to the Petitions Subcommittee; however, students are sometimes more comfortable providing sensitive information in person, rather than in the letter. If this is the case, students may request to meet in person with the Petitions Subcommittee. The request must be included in the appeal.

Students wishing to appear will be provided an appointment during the meeting. If the student is scheduled to meet with the subcommittee, appropriate individuals against which the appeal is directed will be afforded the opportunity to attend the hearing.

IMPORTANT: Students wishing to appear must include this request in their appeal. Parents, friends, attorneys, etc. are not allowed to meet with the Subcommittee members.

Meeting Structure

Should a student wish to appear, students are allowed approximately 15 minutes to explain their appeal, but they should assume that the Petitions Subcommittee has already reviewed the appeal and additional documentation provided. It is important for the student to allow time for questions by the Subcommittee. University policy requires that student appearances be tape recorded.

Decisions

Decisions are not given to the student during the meeting; all decisions are sent by certified mail to the address provided by the student.

IMPORTANT: Appeal decisions cannot be given by email, phone or fax. Generally, decisions are made within one week following the meeting, and decision letters are sent to students by certified mail thereafter. Students may opt to pick-up their decision letters and should make that request in their appeal.

Second Dismissal

After a second academic dismissal, students are suspended from the University for a minimum of one calendar year. At the end of the suspension, permission to return to the University can be granted only by appealing to the Educational Affairs Committee. A student who has not been enrolled at the University of Georgia for an entire year must file an application with the Office of Admissions no later than twenty calendar days prior to the published date of late registration for the semester of readmission. In addition, dismissed students are urged to meet with an academic advisor to discuss re-enrollment.

Academic Renewal

Students who wish to apply for Academic Renewal must submit a petition to the Educational Affairs Committee through the Office of the Vice President for Instruction. This petition may be submitted at the time of readmission, but no later than the end of two semesters of re-enrollment or one calendar year following re-enrollment, whichever comes first.