



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.19 -- STUDENT ACADEMIC GRIEVANCES

PURPOSE: The purpose of this policy is inform students of the circumstances and procedure under which an academic grievance can be filed.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Young Harris College seeks to establish a caring and just academic community on its campus. Accordingly, the College is committed to fair treatment of its students in their relationships with other members of the College community. Occasionally, however, a student may feel that she/he has been treated unfairly and may seek appropriate action to correct the perceived injustice.

First, the student must meet informally with the party in question and attempt to reach a mutually agreeable solution. If no solution is reached, the student may file a grievance according to the Student Grievance Policy published in the Young Harris College Guide to Student Life. Student grievances concerning the academic program of the College must be filed in writing using the form provided in the Office of Academic Affairs.

If a student files a grievance to appeal an automatic withdrawal from a course due to excessive absences, it must be filed no later than the class day following the notification of withdrawal.

If a student wishes to appeal an Honor Code decision, they must do so following the procedures set forth in the Young Harris College Honor Code.

Freshmen and transfer students admitted in good academic standing will not be suspended following the first semester of enrollment for academic deficiencies. However, they will be placed on probation and will then be subject to the rules of probation. This provision does not apply to freshmen and transfer students admitted on probation, who will be subject to the standard rules of probation and suspension following the first semester of enrollment.

Suspension means a required separation from the College for the fall or spring semester immediately following the semester in which the suspension occurs. Notice of suspension is placed on the student's permanent academic record. Suspension does not extend the time to make up an incomplete grade. After suspension, a student must be readmitted to the College through the Office of Admissions. Students who are readmitted to the College after suspension are admitted on probation and subject to the rules of probation.

Under extenuating circumstances, appeals for readmission or other exceptions to academic policies may be presented to the Office of Academic Affairs. Students must contact the Office of Academic Affairs for information and deadlines for submitting an appeal.

After suspension, a student must be readmitted to the College through the Office of Admissions. Students who are readmitted to the College after suspension are admitted on probation and subject to the rules of probation.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson	3.16.16
Registrar	Date

APPROVED:

/s/ Cathy Cox	8.8.16
President	Date