

CPTC Procedure: Academic Appeals

Coastal Pines Technical College (CPTC) abides by the Technical College System of Georgia (TCSG) State Board Policy 6.5.1 Academic Standards, Evaluations and Appeals and TCSG Procedure 6.5.1p Academic Standards, Evaluations, and Appeals.

Academic Probation, Suspension and Dismissal

A student who fails to maintain the required grade point average in his or her primary academic 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 College. In appropriate circumstances, a student may be dismissed from an academic program or the College without first being placed on probation. The College will adhere to established CPTC procedures to ensure students receive appropriate due process during proceedings that may lead to the students' suspension or dismissal from their academic program or the College.

A student who is dismissed from the College may appeal his or her suspension or dismissal in accordance with CPTC procedure. A student may submit a typed letter of appeal to the Vice President for Academic Affairs within ten (10) business days from the date the student learned or reasonably should have learned of his or her suspension or dismissal from the College.

Grade and Other Academic Appeals

A student may appeal a final grade or other academic decision in accordance with CPTC procedure. A student may appeal by submitting a typed letter of appeal to the instructor who awarded the grade or made the academic decision within ten (10) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. If the appeal to the instructor does not satisfactorily resolve the student's concern, he or she may further appeal to the appropriate Dean for Academic Affairs by submitting a typed letter of appeal and the results of the appeal to the instructor within twenty (20) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. If the student is not satisfied with the decision of the Dean, the student may appeal to the Vice President for Academic Affairs by submitting a typed letter of appeal and the results of appeals to the instructor and dean within thirty (30) business days from the date the student learned or reasonably should have learned of the final grade or other academic decision. The decision of the Vice President for Academic Affairs shall be final.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: April 28, 2014

Reviewed: November 13, 2017