

CPTC Procedure: Academic Standards, Evaluations and 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.

CPTC shall maintain academic standards that are, to the maximum extent feasible, uniformly applied to all students. Instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

Instructor 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 shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient to justify grades earned by students. This documentation shall be maintained for two academic terms following the term the grade was recorded or until any grade appeal is resolved, whichever occurs last.

A student may appeal a final grade or other academic decision in accordance with CPTC Procedure: Academic Appeals. A student who engages in academic misconduct such as cheating shall face disciplinary charges under the Code of Student Conduct in addition to any loss of academic credit or standing that may result from having failed to meet a course's academic requirements.

A student who is dismissed from the College may appeal their suspension or dismissal in accordance with CPTC Procedure Academic Appeals.

Responsibility

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

Adopted: June 2, 2014

Reviewed: August 4, 2021