

**THE GRADUATE SCHOOL
PROCEDURES GOVERNING APPEALS BY
GRADUATE STUDENTS ON ACADEMIC MATTERS**

APPELLATE PROCEDURES

Student appeals on academic matters are governed by policies established by the Board of Regents of the University System of Georgia. Valdosta State University has established appellate procedures consistent with Board policy. This document clarifies those procedures as they apply to graduate students. Nothing in this document may supplant current or future Board of Regents policy.

Appeals made by graduate students must follow the procedures established in the Department and in the College involved. The Graduate School will not hear an appeal by a student unless that student has exhausted the appellate procedure in the relevant Department and College and has been unable to reach a satisfactory resolution of the problem. In general, a student must appeal decisions in the following order:

1. Department
2. College
3. Dean of the Graduate School
4. Vice President for Academic Affairs, and
5. President of the University

Appeals made to the Dean of the Graduate School must be in writing and must include written documentation from each stage of the appellate process. Upon receipt of a written appeal, the Dean of the Graduate School will first determine if the appeal is an appropriate one for the Graduate School to hear. If the appeal is appropriate for the Graduate School to hear, the Dean may choose to discuss the issue with the parties involved in an attempt to reach a satisfactory resolution of the problem, or the Dean may appoint a committee to hear the appeal. If the Dean chooses to discuss the issue with the parties involved, and no satisfactory resolution of the problem is reached, the Dean must appoint an ad hoc Appeal Committee to hear the appeal. The ad hoc Appeal Committee will consist of three members selected from the Graduate Executive Committee and one of whom will be appointed by the Dean to serve as chair. Two members of the committee must come from outside the College involved in the appeal.

The written appeal with all supporting documentation must be provided to each member of the committee at least one week prior to the date of a hearing. The committee chair is responsible for providing all interested parties with a notice of the date, time, and location of the hearing.

The student initiating the appeal and all other parties with a salient interest in the appeal have a right to appear before the committee. The student may bring one additional person to provide advice and counsel.

Upon completion of the hearing, the ad hoc Appeal Committee must submit its recommendations, in writing, to the Dean of the Graduate School within one week after the hearing. The Dean of the Graduate School will make a decision on the app

