North Georgia Technical College Procedure
V.H. Academic Standards, Evaluations, and Appeals

North Georgia Technical College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied to all students.

Absent extraordinary circumstances, 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.

A student who engages in academic misconduct as defined in the Student Code of Conduct, such as cheating, must 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.

Instructors’ 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 the grade the student earns. This documentation shall be maintained for one academic year following the semester the grade was conferred or until any grade appeal is resolved, whichever occurs last.

**Academic Progress, Probation, Suspension and Dismissal**

Students are responsible for maintaining an acceptable level of progress regarding both quality and quantity of work. The minimum level of performance is to maintain a GPA of 2.0 and complete the program of study within 150% of the expected time for completion. Financial aid is not available for students whose cumulative GPA falls below 2.0.

A student not on Academic Probation or Academic Suspension is in Good Standing.

A student will be placed on Academic Warning for a period of one semester if he/she fails to earn a semester GPA of 2.0. While on Academic Warning, a student who does not earn a semester GPA of 2.0 will be placed on Academic Probation. While on Academic Probation, a student who does not earn a semester GPA of 2.0 will be placed on Academic Suspension the following semester and dismissed for one semester unless a request to remain enrolled is approved by the Vice President for Student Affairs. A student will be on Academic Warning for the semester following Academic Probation. A student will be on Academic Probation for the semester following Academic Suspension.

**Grade Appeals**

A student wishing to make an academic appeal on a final course grade should first appeal the matter in writing to the instructor of the course to resolve the issue. Forms for appealing are available through the Academic Affairs Office. The written appeal must state the class in which the grade was received, the instructor of the class, the reason for the appeal, and the action requested based on the appeal.

A student wishing to appeal a final course grade must adhere to each step of the following procedure:

1. The student’s written appeal for a final course grade must be filed with supporting documentation to the instructor no later than the end of drop/add period of the following term. The instructor will respond in writing within five (5) business days after receiving the appeal.
2. If the instructor’s response does not satisfy the student, he/she may appeal to the Office of the Vice President for Academic Affairs within five (5) business days using the same form. It is the sole responsibility of the student to provide appropriate documentation and proof of attempt to resolve the issue with the instructor. The Vice President for Academic Affairs will make the
decision on the appeal. The Vice President or his/her designee will respond in writing within five (5) business days.

3. The decision of the Vice President for Academic Affairs shall be final.

The college assures that a student will not face retaliation for filing a formal grievance. All academic grievances are recorded in the student complaint log, which is maintained by the office of the Vice President for Academic Affairs. The complaint log is reviewed annually by the Vice President in order to identify trends and address recurring problems.

The Vice President for Academic Affairs is responsible for implementation of this procedure.

CROSS REF.:  SBTCSG Policy V.H.

Adopted: January 10, 2008
Revised and Approved: March 2009; September 2011; September 2012
Code: Academic_Standards