

COLLEGE OF ARTS AND SCIENCES STUDENT ACADEMIC COMPLAINT REFERENCE SHEET

The College of Arts and Sciences adheres to the Policies and Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Other Appeals set forth by Georgia State University. To view these policies and procedures in full, please visit <http://www.gsu.edu/enrollment/appeals.html>.

- Before beginning the formal appeal process, students are encouraged to discuss their final course grades with the faculty or staff member.
- If an informal resolution cannot be reached, the student should begin the formal appeal process by submitting a written appeal to the department's Chair or Director BEFORE the last day of the semester following the incident.
- If the student is not satisfied with the decision from the Department Chair or Director, the student may appeal that decision within 10 business days of being notified.
- Such an appeal should be hand delivered to the College of Arts and Sciences Dean's Office, 66 Courtland Street, GCB 730 or emailed to coasregapprove@gsu.edu, Attention: Student Liaison, Rene Mondy.
- The student liaison will then forward the petition to the appropriate Dean of that department.
- At the discretion of the Dean, an advisory panel may be appointed to review the written documentation and make a recommendation to the Dean.
- Typically, the Dean will issue a final decision in writing within 10 business days of the receipt of the appeal.

The submission of a College-Level Petition must include the following items on a separate sheet of paper.

1. The date that the petition decision was received from the department Chair or Director; how that decision is found to be to be arbitrary, capricious, or discriminatory.
2. Steps already taken, including petition process.
3. Supporting documentation of problem; attach appropriate documentation including the petition and any petition documentation.
4. Reason(s) for disagreement with previous decision.
5. Statement of the desired outcome.