



Student Grievance and Appeal Procedure

Amended May 2, 2002

Appeal Process Through SAHS

For a student who reasonably believes he has been discriminated against on an academic or non-academic basis because of race, sex, age, physical disability, or religion, or who has been subjected to sexual harassment, shall follow these procedures: Students should first file an initial complaint with their department faculty advisor or department chairman and/or with the dean's office School of Allied Health Sciences.

1. The complainant, within five days of an adverse departmental decision, may file a written request for a hearing with the dean's Appeal Committee, including the following information: date; time; place; names of any witnesses; and the facts of the complaint.
2. After receiving the complaint the committee will determine whether the complaint should be considered further. The Appeal Committee will review all existing materials presented with the recommendation. At the first meeting, the committee will decide on the specific data collection and review procedures to be followed.
3. The Appeal Committee may take additional testimony from any party involved on an individual basis.
4. The committee will meet separately with the student and the instructor in an attempt to resolve differences. The student and faculty member are entitled to have a school friend (excluding lawyers) present at the hearing. Each party should be prepared to present clear, concise, complete information to the committee and be prepared to answer questions from the committee members.
5. Oral testimony will be tape recorded.
6. All Appeal Committee meetings/deliberations are closed.

7. All written and tape recorded materials as well as minutes of committee deliberation will be submitted to the dean along with the recommendation within three working days of the conclusion of the hearing.
8. Final action in the case will be taken by the dean after full consideration of the committee's recommendation. The dean shall have authority to take actions as is deemed necessary by the case and shall so inform the student, instructor and departmental chair.
9. Following action by the dean, if the student is still dissatisfied he may appeal to the vice president for academic affairs. This written appeal must be submitted to the vice president for academic affairs within five working days of notification of the dean's action.

Appeal Process through MCG

After the above channels have been followed, any applicant who feels that his case needs further consideration may appeal in accordance with the following procedures as specified by the Board of Regents:

1. The person aggrieved shall appeal in writing to the president of the Medical College of Georgia within five days after the action of which he complains. The president shall appoint an appeals committee. This committee shall review all facts and circumstances connected with the case and shall make its findings and reports to the president. In making his decision, the president will not be bound by recommendations of the committee. The president shall, after receipt of written notification of the recommendations of the committee, make a decision which shall be final so far as the institution is concerned.
2. After complying with the foregoing procedures, the president shall send an official letter to the student notifying him of his decision. Such letter shall be delivered to the addressee only, with receipt to show to whom and when delivered and address where delivered.
3. Should the aggrieved person be dissatisfied with said decision, he may apply to the Board of Regents, without prejudice to his position, for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the board within a period of 20 days, following the decision of the president. This application for review shall state the decision complained of and the redress desired. A review by the board is not a matter of right but is within the sound discretion of the board. If the application for review is granted, the board shall investigate the matter thoroughly and render its decision thereon. The decision of the board shall be final and binding for all purposes.
4. The complainant shall not be harassed or penalized for proper utilization of the complaint procedure.