



College of Family and Consumer Sciences UNIVERSITY OF GEORGIA

Procedures for Appeal for Progress toward Degree Completion or Assistantship Supervisor Evaluation initiated by a Graduate Student

The following procedures will help guide faculty, staff and graduate students through the appeal or grievance process of an assistantship evaluation, evaluation of progress toward degree completion, and other non-grade appeals.

For grade appeals follow the policy established at: <https://ovpi.uga.edu/student-opportunities-resources/student-resources/student-academic-appeals/appeal-process/grade>.

In case of Probation and/or Dismissal refer to the Graduate School policy. See this policy on pages 44-47 of the Graduate School handbook: <http://grad.uga.edu/wp-content/uploads/2015/01/handbook.pdf>

Appeals begin in the academic unit responsible for the decision. Graduate faculty thoughtfully establish guidelines for graduate students in their departments to meet expectations and progress toward degree completion in the Graduate Handbook. Graduate students with graduate assistantships are expected to complete all assistantship assignments in a timely manner, notify the supervisor of absence due to illness or other reasons, and work out a equitable time schedule for meeting graduate assistantship hours expectations (i.e. 13 hours a week, 20 hours a week).

If a student receives a poor evaluation from a graduate assistantship supervisor and or a poor evaluation in regards to progress toward degree completion from their Major Professor/Graduate Committee, the student may seek an appeal through the following process.

1. Meet with the major professor or graduate assistantship supervisor to discuss the appeal and see if a plan of action can be put in writing to assist the student in achieving better evaluations as a graduate assistant and/or to outline a plan in writing to make progress in their degree program. It is up to the student to make an appointment within 7 working days^a of receiving the evaluation. The major professor or graduate assistantship supervisor meets with the student within 7 working days to discuss a plan of action for the student. The plan must be signed by the student as well as the Major Professor or Graduate Assistantship supervisor. A copy of the plan must be given to the Department Head and Graduate Coordinator for the student's file.

2. The written plan should be emailed to the student, with the student acknowledging receipt of the plan within 7 working days – if no acknowledgement is received then the plan of action will be sent via certified mail to the student's home address on file. If after one semester no progress is made in the student's assistantship assignment evaluation or progress toward degree completion then the faculty consults with the Graduate Coordinator/Graduate Committee on following the department guidelines for dismissal from program or discontinuation of assistantship.
3. If further appeals apply then the student writes a letter to the graduate coordinator or department head (depending on departmental policy). The letter
 - should clearly and concisely explain grounds for the appeal/grievance, include all relevant information (written plan of action) and request a time to meet with the Department Head.
 - must include student's name, UGA ID number, phone number, postal/ mailing address, and UGA email address.

The student should email the letter or bring the letter to the Graduate Coordinator/Department Head within 7 working days of the student's meeting with the major professor or graduate assistantship supervisor. The Department Head/Graduate Coordinator will share the student's letter with the graduate committee and schedule a meeting to discuss the student's appeal within 7 days of receiving the letter.

4. If the committee agrees with the major professor or graduate assistantship supervisor then the student may appeal to the Department Head or Associate Dean for Academic Programs (if the department head has already been involved in the appeal in step 3).
5. The Department Head/Associate Dean will make arrangements to meet with the student within 7 working days of receiving the letter and any other relevant information from the student. The Associate Dean will respond in meet with the student and others as needed and respond in writing to the student and faculty involved.
6. A final appeal may be made to the Dean of the Graduate School.

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^a If at any time the 7 working day schedule must be delayed due to illness or out of town travel or other responsibilities then this information must be provided to all parties involved.

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