

General Academic Policy: Student Appeals (Section 4.05-02)
Hearing Procedures - Educational Affairs Committee

Policy

A student who petitions the Educational Affairs Committee on an academic matter will have the petition considered by the petitions subcommittee of the full committee. A student who wishes to address the appeals body orally must make the request in the written appeal. The purpose of an oral presentation is to provide an opportunity for individuals who may communicate more effectively orally than in writing to supplement their written appeal. If the student is scheduled to meet with the Subcommittee members, appropriate individuals against which the appeal is directed will be afforded the opportunity to attend the hearing. The letter of petition should state the decision desired by the student and the reasons the student believes that decision is justified. The petition must be signed by the student making the appeal.

When a hearing is to occur on the case, the following rules will apply:

- 1.The student and all involved parties will be notified of the date, time, and place of the hearing.
- 2.The hearing will be recorded. Recording equipment will be provided by the Educational Affairs Committee. The recording will be placed in the student file for a period of one year. The student may request to hear the recording to use in any appeal of the petition.
- 3.Prior to the hearing, the student may review the written material in the file which will be provided to the petitions subcommittee of the Educational Affairs Committee which will hear the case. The material will be available to the student at least 48 hours prior to the hearing. If requested in writing, a copy of the file will be given to the student for appeal purposes.
- 4.The appeal will be heard by members of the petitions subcommittee of the Educational Affairs Committee. This is a three-person panel comprised of faculty members of the full committee.
- 5.Faculty members on the Educational Affairs Committee designated as members of the petitions subcommittee will be excused from service on a particular case under the following circumstances:
 - a. If they have a personal or professional relationship with any party to the case which would preclude them from rendering an objective judgment in the case.
 - b. If the case involves a faculty member in the same department or promotion unit as a member of the subcommittee.
 - c. If the case involves an appeal from a department, college, or school committee in which the faculty member has participated.

6. Hearings shall be closed and attended only by essential parties, as determined by the chair of the subcommittee.

7. If an oral hearing is to be held, the chair of the subcommittee will decide whether the student and respondent will appear separately or together. Parties will not be permitted to cross-examine each other during the hearing. Formal legal rules of evidence do not apply in hearings on academic matters.

8. The chair of the subcommittee will determine the order of appearance by the student and other parties including any faculty or other university personnel who are respondents.

9. When the subcommittee has received the information it deems necessary to render a decision in a case, it shall determine by majority vote of the subcommittee members what the decision will be. Only subcommittee members may vote in the decision of a case. The decision will be transmitted in writing to the student within ten (10) working days after the subcommittee action. The subcommittee's decision can be appealed by the student to the President of the University of Georgia. Such an appeal must be provided to the Office of the President in writing no later than (30) calendar days after the student has received the decision of the Petitions Subcommittee.