

Explanation of Exhibit F_3

F. 3. Clearly defined mechanisms for consideration of grievances, complaints or appeals.

Grievances, complaints and/or appeals are handled through a formal process that is published on the university website and also addressed in the Graduate Catalog. This information can be reviewed at <http://catalog.GC.edu/2018-2019/Graduate-Catalog/Academic-Policies/Non-Academic-Grievances-or-Appeals-Process>. Georgia College recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a non-academic grievance or appeal. A non-academic grievance or appeal alleges discrimination by a University employee on the basis of race, color, gender, religion, national origin, age, physical handicap/disability or involves personal behavior and/or University policy. Accordingly, students are encouraged to use the non-academic grievance or appeal process without fear of prejudice or reprisal for initiating the process or participating in its resolution.

Definition: A non-academic grievance or appeal is an allegation by a student concerning (1) a University employee, (2) administrative policies, procedures, regulations or requirements of the University, (3) student employment, or (4) a University program, service or activity. Students shall have the right to file a grievance or appeal according to established procedures.

Students are aware that their faculty advisor, the Office of Counseling Services, the Student Government Association, and the Office of Student Affairs may be resource areas whereby students may receive assistance on a grievance or appeal. The time limit may be extended upon approval of a written request submitted to the Vice President for Student Affairs/Dean of Students.