

## **STUDENT GRIEVANCE & DISCIPLINARY ACTION POLICY PROCEDURES FOR VIOLATION OF ACADEMIC STANDARDS**

Students earn grades. The instructor for each course assigns grades based on the general guidelines outlined in each syllabus. If a student believes that a grade was inappropriately recorded or calculated, the student should first contact the course instructor.

All grievances and/or appeals of Medical Assisting faculty grades or disciplinary actions should be handled according to the policies and procedures outlined in the GNTC catalog and student handbook.

The Medical Assisting program follows Georgia Northwestern Technical College's policy for academic misconduct. Please reference your student handbook for more information on academic misconduct. The student handbook can be found on the student pages of GNTC's website – [www.gntc.edu](http://www.gntc.edu) under Current Students.

The student appeals link is below for your reference:

<https://gntc.smartcatalogiq.com/en/2022-2023/student-handbook/student-rights-and-responsibilities/>