
ACADEMIC GRIEVANCE BOARD

PURPOSE: To outline the composition, hearing procedure, power and authority, and responsibilities of the Academic Grievance Board in all matters of grievance pertaining to academic conduct, instructional procedure, and testing.

I. Responsibilities

The jurisdiction of the Academic Grievance Board is established to maintain high academic standards and performance and to protect objectivity and fairness in assigning, administering, and evaluating student performance. The Board has responsibility in all matters of grievance pertaining to academic conduct, instructional procedure, or testing.

II. Composition

1. Seven student senators appointed by the ASBSU vice president, with an attempt being made to select one from each college or division in the university.
2. Seven faculty representatives to be appointed by the president of the Faculty Senate - one from each college or division.
3. One representative from the Division of Student Affairs appointed by the Vice President for Student Affairs, to serve as a non-voting, ex officio advisor to the complainant, respondent, and the Board.
4. The chairperson of the Board will be the ASBSU vice president, who shall vote only in case of a tie. All members will have equal voting privileges. In the event the chair is disqualified, the Board will elect a new chair, for that meeting only, from its membership.
5. If, prior to the hearing, it can be shown that a member of the Board is directly involved in the case, that person can be removed by a majority vote of the Board. This case can be instigated by the complainant, the respondent, or a Board member. The removal will apply only to that case.
6. Upon removal of a Board member, the respondent and complainant will have the option of accepting the decision of the remaining Board members or having the removed Board member replaced. Any disagreement will result in replacement. If a replacement is made, s/he shall come from the same classification as the removed member (see 1-3).

II. Tenure of Office

1. All members of the Board shall be appointed by the third week of September and shall serve for a period of one year or until the appointment of a successor.
2. All vacancies shall be filled in the same manner as in the original appointment.

III. Procedure

In order to obtain a hearing by the Academic Grievance Board:

1. The grievance shall be presented to the concerned party first.

2. If the problem is not solved after contacting the party involved, the complainant initiates the grievance process by picking up formal grievance forms from the ASBSU office (the forms will be accompanied by a memo directing the complainant to the Academic Grievance advisor).
 - a. The grievance shall be presented to the head of the department in which the course is offered (or to his or her appointee), who will review the case and mediate, seeking a resolution that is acceptable to both parties.
 - b. If this is not successful, the dean of the college in which the course is offered (or his or her appointee) shall review the case and mediate, seeking a resolution that is acceptable to both parties.
 - c. If this is not successful, the case then continues on to the Academic Grievance Board as outlined below.
3. The ASBSU vice president shall be responsible for ascertaining that the complainant has completed the above procedures.
4. The ASBSU vice president shall request that the complainant file the Grievance Complaint Form A.
5. After the Grievance Complaint Form has been filed, the ASBSU vice president shall notify the respondent named in the complaint form that it has been filed and request that s/he respond using the Academic Defendant Form B. The department head and college dean will be notified of the continuing process.
6. After proper notification, the respondent shall reply with the Defendant Form B within two weeks.
7. Two weeks after notification to the respondent, whether or not Defendant Form B has been received by the ASBSU office, the respondent shall be notified by the ASBSU vice president as to the time of the hearing. Non-appearance of the respondent will not be interpreted as an admission of guilt.
 - a. The respondent may agree in writing not to contest the case. The Board will then hear the written pleas or statements of the respondent and all other facts or evidence related to the case and render a decision.
 - b. If the respondent does not notify the Board of his/her intentions or does not appear, the Board will proceed with a review of the case at the stated date, time, and place.
8. At the hearing, by a majority vote of the Academic Grievance Board, it will be decided whether or not the case is valid and will be heard.
9. The respondent and complainant will each be given the opportunity to elect whether or not to have an open or closed hearing. If either party chooses to have a closed hearing, the hearing shall be closed. (A closed hearing means that no spectators will be allowed. Either party may have witnesses, but those witnesses must wait outside the hearing room except during the time they are giving testimony or are answering questions.)
10. Eight members shall constitute a quorum for the assemblage of the Board, with four student members and four faculty members in attendance. If at any time the Board lacks a quorum, the hearing shall recess until such time as a sufficient quorum of the same members from the first meeting can be reassembled. Only the members who have heard all of the testimony and have read all of the material submitted can vote. If the original quorum cannot be reassembled within five school days, then a new hearing shall be scheduled.
11. All votes of the Board will be decided by a majority vote.
12. The complainant and respondent shall be notified verbally of the decision of the Board immediately after the hearing. Written copies of the decision of the Board shall be distributed to the following offices within two weeks of the decision of the Board:
 - a. Both parties involved in the case (complainant and respondent)
 - b. The dean and his/her designee and the department chair
 - c. The registrar (if a grade change is involved)
 - d. The President of Boise State University

- e. The Provost of Boise State University
 - f. The Vice President for Student Affairs
 - g. The Vice President for Finance and Administration of Boise State University (if a fee adjustment is involved).
13. Records are to be retained only for the minimum period as determined by the official University record-keeping policy.
 14. All academic grievances must be filed by the end of the fifth week in the fall or spring semester immediately following the occurrence of the alleged grievance. For example, a grievance that occurred in the fall semester must be filed by the fifth week of the following spring semester.
 15. No grievance will be heard by the Academic Grievance Board during the last two weeks of the semester unless it concerns a course being taken that semester.

IV. Power and Authority

1. The Board shall be empowered to recommend changes relating to student grades and behavior and to recommend changes relating to academic conduct, instructional procedure, and testing.
2. Recommendations regarding students will be referred to the Vice President for Student Affairs. Recommendations regarding faculty members will be referred to the Provost of Boise State University.