

**TITLE:** Academic Grievances

**AUTHOR:** Chief Academic Officer

**APPROVAL DATE:** March 6, 2020

**EFFECTIVE DATE:** March 6, 2020

**PURPOSE:** To define the functions of the Academic Grievances Committee

**REVIEWER:** Chief Academic Officer

**REVIEW DATE:** Fall 2030 and every five years thereafter

**OPERATING DETAILS:**

1. The purpose of the Academic Grievances Committee is to consider student academic grievances that have not been resolved at the college/school level and to make recommendations.
2. The undergraduate committee shall include one faculty member from each College/School and one undergraduate student to be appointed by the Student Government Association.
3. The graduate committee is comprised of the Graduate Council.
4. If a student believes that academic rights have been violated, and the complaint has not been resolved satisfactorily at the college level (i.e., via faculty person involved, department chair, and dean), the student may petition the Academic Grievances Committee to consider the complaint. The student must contact the Chief Academic Officer in writing via university email, stating the grievance and the procedure that has been followed in trying to resolve the problem and requesting that the Academic Grievances Committee be convened. The Chief Academic Officer will forward the student's request to the Committee.
5. If the grievance involves any member of the Committee, that member will abstain from participation on the Committee while that particular grievance is being considered. The Chief Academic Officer will appoint a replacement.
6. Upon receipt of a request for consideration of a grievance, the Academic Grievances Committee must meet within five regularly scheduled instructional days to determine what data and materials to request from the student and faculty member. This discussion may take place electronically at the discretion of the Committee Chair. Such requests for materials will be made in writing using university email accounts from the Committee to the persons involved.
7. The Committee Chair shall set a hearing time that does not conflict with the class schedules of any Committee member, student, or faculty involved. All persons involved shall be notified in writing via university email of the hearing time at least three regularly scheduled instructional days prior to the date of the hearing. If the student or faculty involved would experience significant difficulty in attending an on-campus hearing, the hearing may be held

using a live video conference system or a conference call at the discretion of the Committee Chair.

8. Evidence and background material concerning a case should be submitted to the Committee at least three regularly scheduled instructional days prior to the hearing. This will allow the committee adequate time to examine the facts prior to being required to make a decision on the matter.
9. At the time of the hearing, both the student and the faculty member appearing before the Committee have the right to have a representative or advisor of their choice at the meeting. The advisors will be introduced to the Committee and identify their relationship to the student or faculty member for the record. The student and faculty member may consult with their advisors during the proceedings, but the advisors may not address the Committee or question witnesses. The student and faculty member will be given full opportunity to present evidence and witnesses that are relevant to the issue at hand. Evidence introduced at the hearing must be confined to the particular ground or charge that has been predicated.
10. The decision of the Committee must be based on sufficient and credible evidence. The decision will be made by the Committee in closed session. All persons involved in the grievance will be notified in writing via university email of the decision of the Committee within one week of the hearing.
11. Decisions made by the Committee must be immediately enforced by both faculty and students; however, both students and faculty have "right of appeal". A request to appeal the decision of the Committee must be submitted in writing via university email to the Chief Academic Officer within five regularly scheduled instructional days of receipt of the Committee's decision.
12. The final level of appeal for both students and faculty members will be the President of the University. A request to appeal the decision of the Chief Academic Officer must be submitted in writing via university email to the President within ten regularly scheduled instructional days of receipt of the Chief Academic Officer's decision.

Revised: 1/1983; 11/28/05; 2/6/07; 3/6/2020

Editorial: 6/9/13; 9/2020; 12/5/2025

