

BOISE STATE UNIVERSITY

BSU Policy #3140

Academic Grievance

(Please Print)

Student \_\_\_\_\_ Student ID \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Semester/Year grade was received: Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Other \_\_\_\_\_

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_ Section \_\_\_\_\_

Instructor Name \_\_\_\_\_ Department \_\_\_\_\_

ACADEMIC GRIEVANCE: The complaint must be a result of an alleged action or omission by the faculty that meets all of the following conditions:

- 1. It must concern an academic decision, action, omission, or judgment, affecting the grievant personally, for which no existing university complaint procedure is available;
2. It must not involve a grade;
3. It must be a matter for which the Grievance Board can identify a remedy.

If a formal academic grievance is to be filed, it must be filed by the end of the regular semester following the semester in which the aggrieved incident occurred.

Part I - Initial Phase: A student complaint will first be presented by the student to the faculty member of record. The student should contact the faculty member as soon as possible after the incident and attempt to resolve the issue. If the student is unable to resolve his/her concern with the faculty member, the student may forward the complaint to the chair of the department in which the course is offered. The chair will review the concern and seek a resolution in a reasonable time. It is important that the student document the date, time and manner of attempt to communicate with the chair. If the student is unable to resolve his/her concern with the chair, the student may forward the complaint to the dean of the college in which the class is taught and/or alleged decision occurred.

TO BE COMPLETED BY THE STUDENT:

State the grounds on which the original academic decision is being challenged, a description of the remedy sought, and a description and documentation of the informal efforts taken to date to resolve the matter: (Supporting materials should be specific and relevant to this particular appeal; attach additional pages if necessary.)

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Part II - Second Phase:** Upon receiving written notification of a complaint by the student, the Provost (or designee) will request written responses to the complaint from the faculty member, chair, and dean. The student's complaint must be filed with the Office of the Provost within 20 business days following the last attempt at resolution through the dean.

**Faculty Member Response** (Faculty Member must provide written explanation of decision; attach additional pages if necessary.)

Faculty Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Chair Response** (Department Chair must provide written explanation of decision; attach additional pages if necessary.)

Department Chair Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean of College Response** (Dean must provide written explanation of decision; attach additional pages if necessary.)

Dean Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Preliminary Panel Convened \_\_\_\_\_ Panel Members \_\_\_\_\_

Appeal has merit: [  ] No - Appeal Denied \_\_\_\_\_

[  ] Yes - Appeal forwarded to Academic Grievance Board \_\_\_\_\_

**Part III – Academic Grievance Board:** The Academic Grievance Board will review the grievance to provide recommendations to the Provost. The Provost may uphold or overturn the recommendation of the Board. The Office of the Provost will inform the parties of the final decision.

*For Office of the Provost Use*

Resolution: \_\_\_\_\_

Student Notified \_\_\_\_\_