

## Boise State University Academic Grievance Form

(Refer to [University Policy 3140](#) for full details)

Academic Grievances generally involve situations in which a student believes they were treated unfairly in some way (either directly or by omission) related to their experience within a course or academic program. Decisions made by non-university personnel that have an academic impact (e.g., involving field placement, internships, service-learning, etc.) are governed by policies and practices set by the external partner or employer and in accordance with academic program handbooks or policies and/or university policies. Where appropriate, departmental and course-level policies specify academic consequences that result from outside decisions and provide due process procedures to address student issues. In cases where a departmental or course policy is ambiguous or absent, students may use this grievance policy to address grievable issues.

The complaint at the center of an academic grievance must meet all of the following conditions:

- It must concern an academic decision, action, omission, or judgment affecting the grievant personally and that was made by a person or group of persons acting in an official University capacity for which no other existing university complaint procedure is available.
- It must not involve a grade.
- It must be a matter for which the Grievance Board can identify a remedy.

A formal academic grievance can be filed at any time after the grievable incident, including during the summer term. However, a grievance must be filed no later than the Friday of the fifth week of the fall or spring fifteen-week semester after the term during which the incident took place. For example, if an aggrieved incident occurred in either a spring or summer term, the student will have until Friday of the fifth week of the fall semester to file their appeal. Except in extraordinary circumstances, a delay in filing an appeal will constitute grounds for rejection of the appeal.

**Initial Phase:** A student complaint will first be presented by the student to the individual(s) most directly responsible (e.g., the person who made the academic decision impacting the student). The student should contact the individual as soon as possible after the incident and attempt to resolve the issue. If no resolution results, the student may then consult with the individual at the next administrative level, for example, the chair or director of the relevant department or program, or for those cases in which there is none, with a college associate dean. 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 no resolution results from the chair or director of the relevant department or program at the next administrative level, the student may then consult with an associate dean within the college in which the grievance occurred.

**Formal Phase:** A student/complainant may choose to pursue a formal grievance only after they have been unable to resolve the issue informally by working with the individual(s) most directly responsible, the chair or program director, and the associate dean of the college in which the grievance occurred.

**TO BE COMPLETED BY THE STUDENT:** The student must describe in writing the matter of the grievance, the grounds on which any decision made during the informal process is being challenged, and the reasons why the student believes that the decision was improperly taken. The statement must also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. The student must include all information related to date(s), time(s), and manner of attempt(s) to communicate with the individual(s) most directly associated with the grievance, the chair or program director and the associate dean. Supporting materials should be specific and relevant to this particular appeal; attach additional pages if necessary.

Upon receiving notification of a complaint by the student, the Provost, or designee, will request written responses to the complaint from the individual(s) associated with the grievance, the chair or director of the department or program, and the associate dean or designee. A convening of the Academic Grievance Board will be scheduled within twenty university business days of the Provost's office receiving the formal Academic Grievance complaint.

Student Name (first and last): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Semester and Year in which the grievance occurred: \_\_\_\_\_

Student Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Instructor or University Personnel Name: \_\_\_\_\_

Instructor or University Personnel Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

*Instructor or University Personnel must provide a written explanation of their decision attached on an additional page*

Department Chair/Director Name: \_\_\_\_\_

Department Chair/Director Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

*Department Chair/Director must provide a written explanation of their decision attached on an additional page*

Associate Dean Name: \_\_\_\_\_

Associate Dean Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

*Associate Dean must provide a written explanation of their decision attached on an additional page*

*For Office of the Provost Use*

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

Send Academic Grievances to: [provost@boisestate.edu](mailto:provost@boisestate.edu)