

## **2.5.6 University Standards and Appeals Board**

### **a. College Academic Standards Committees:**

Each of the colleges of Pacific University will have a formal academic standards committee which will carry out academic policy review, and hear and rule on issues of student academic progress, alleged unprofessional conduct, or issues of alleged violation of the Academic Code of Conduct.

Membership on each college academic standards committee shall be determined by those colleges, according to standard procedures. Members of the college level academic standards committees shall not serve simultaneously on the University Standards and Appeals Board (USAB).

### **b. University Standards and Appeals Board Functions and Procedures:**

All requests for appeals of rulings by college academic standards committees shall be submitted in writing to the Provost within ten (10) University working days after the ruling is received by the student. The Provost shall then convene a University Standards and Appeals Board to review the request. If the USAB determines that there is sufficient reason for an appeal (see below), all relevant parties shall be notified in writing that an appeal review will commence.

Appeals must be explicitly justified for at least one of the following reasons:

1. Evidence of error in procedure by the college academic standards committee;
2. New evidence sufficient to alter the decision;
3. Evidence that the sanction(s) imposed was not appropriate to the severity of the violation.

The review process shall commence in a timely fashion, subject to the availability of all concerned parties, but not to exceed twenty (20) University working days following the receipt of the initial request for appeal by the Provost. Any request for extension of the commencement of the Appeals Board review process, either by the student or any other involved party, including the Appeals Board itself, must be by formal written request to the Provost and communicated to all other involved parties. The chair of the college academic standards committee will be invited to the initial Appeals Board meeting for consultation. If the USAB determines that a hearing will be held, all individuals who will be called upon to give testimony, including the chair of the college academic standards committee, will be given at least five (5) University working days prior notice of the hearing date.

Following a decision that an appeal hearing will be held, each member of the University Standards and Appeals Board will be provided with a copy of the procedural details of the appeals process. Each member also will be provided, in a timely fashion, with a complete copy of the student file, including all letters, recorded and/or transcribed proceedings, and relevant actions by the college academic standards committee and administrators. These latter materials shall not be further copied or reproduced and shall be returned to the Provost for destruction upon completion of the appeals review process.

The Board will limit its scope to reviewing the policies and procedures as they apply to the case. Hearings require the presence of all 9 members; alternates will attend and vote in place of an original member when necessary.

c. Outcomes of USAB Hearings:

1. Evidence of error in procedure by the college academic standards committee.

If the USAB finds that a procedural error has occurred at the college level, it can overturn the decision made by the college academic standards committee or return the appeal to the college academic standards committee for reconsideration.

2. New evidence sufficient to alter the decision.

If new evidence is presented to the USAB that could alter the original decision, the case will be returned to the original college academic standards committee for reconsideration.

3. Evidence that the sanction(s) imposed was not appropriate to the severity of the violation.

The University Appeals Board *cannot* conclude that a sanction is inappropriate without the unanimous agreement of the voting members of the USAB. Should this occur, the USAB will notify the college level academic standards committee that they must reconsider the sanction.

Decisions of the University Appeals Boards that are not returned to the original college academic standards committee are final.

The Provost's office will retain copies of the recorded and/or transcribed proceedings of each meeting and hearing by the Appeals Boards for a minimum of three (3) years after the appellant has left Pacific University.

d. Membership: Nine (9) )

1. Registrar or designee (non-voting member)
2. Six tenured or extended-term full-time faculty members:
  1. Two members from the College of Arts and Sciences
  2. One member from the College of Health Professions
  3. One member from the College of Optometry
  4. One member from the College of Education
  5. One member from any college or program mutually agreed upon by the appellant and the ProvostFour alternate members are designated, one from each College (non-voting, unless serving in place of a full-time member).
3. Two Students

1. One appointed from the Undergraduate Community Council (and one additional undergraduate student as an alternate)
2. One appointed from the Professional Student Council (and one additional graduate student as an alternate).

f. Terms of Office

Full-time faculty members will be selected by each college according to its own procedures (e.g., appointment, election, etc.) for three-year staggered terms. An alternate faculty member will serve in place of a USAB member in cases of conflict of interest, or if the member is unavailable. As faculty members end their three-year terms on the USAB, they serve for one additional year as an alternate, if possible. Faculty members will be elected annually to serve as chair and chair-elect of the USAB by the Board. Students are appointed for one year.