

## 2.5.6 University Appeals Boards

### 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 college academic standards committees shall be determined by those colleges, according to standard procedures.

### b. 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) school days after the ruling is received by the student. If the Provost 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 shall be considered by the appropriate University Appeals Board, based on the college in which the student is enrolled. Appeals initiated by an undergraduate student shall be reviewed by the University Undergraduate Appeals Board. Appeals initiated by a graduate or professional student shall be reviewed by the University Graduate/Professional Appeals Board.

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) school 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.

Following the Provost's decision that an appeal review will commence, each member of the appropriate Appeals Board will be provided with a copy of the procedural details of the appeals process for that Appeals Board. 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 appropriate Appeals Board shall then convene to review all relevant materials and to consider the appeal. On the basis of the available evidence, that Board will either deny the appeal, return the appeal to the original college academic standards committee for reconsideration (usually for Reason 2), or, when deemed appropriate, call a hearing (usually for Reason 1 or 3). The Board will limit its scope to reviewing the policies and procedures as they apply to the case. If new evidence is presented that could alter the original decision, the case will be returned to the original college academic standards committee for reconsideration.

The chair of the college academic standards committee will be invited for consultation for the initial Appeals Board meeting. If a hearing is to 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) school days prior notice of the hearing date.

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.

c. Membership of the University Undergraduate Appeals Board: Nine (9)

1. Provost (non-voting member)
2. Registrar (non-voting member)
3. Four tenured or extended-term faculty members from the undergraduate faculty of the College of Arts & Sciences and the College of Education, with at least one of the members from each College
  1. Two full-time members
  2. Two alternate members (non-voting, unless serving in place of a full-time member)
4. One faculty member from any college or program mutually agreed upon by the appellant and the Provost
5. Two Students appointed by the Undergraduate Community Council

d. Membership of the University Graduate/Professional Appeals Board: Eleven (11)

1. Provost (non-voting member)
2. Registrar (non-voting member)
3. Six tenured or extended-term faculty
  1. One full-time member from the graduate faculty of the College of Education
  2. One full-time member from the College of Health Professions
  3. One full-time member from the College of Optometry

4. Three alternate members, one from each of the three graduate/professional colleges (non-voting, unless serving in place of a full-time member)
4. One faculty member from any college or program mutually agreed upon by the appellant and the Provost
5. Two students appointed by the Professional Programs Council

e. Terms of Office:

Full-time and alternate faculty members will be selected by each college according to its own procedures (e.g., appointment, election, etc.) for three (3)-year staggered terms. An alternate faculty member will serve in place of a full-time member in cases of conflict of interest, or if the full-time member is unavailable. A faculty member will be elected to serve as chair of each committee. Students are appointed for one year.