

## **NSM Council Committee on Academic Grievance Bylaws**

As a Standing Committee of the NSM Council, the Committee on Academic Grievance will meet on an as needed basis when called upon by Dean of the College or the Chair of Council.

### **Article I. Duties.**

The NSM Council Committee on Academic Grievance is charged with protecting undergraduate students' rights of freedom of expression and other rights in the classroom and against improper academic evaluation and improper disclosure.

The Committee shall serve as the final body within the College to hear (i) academic dishonesty appeals, (ii) academic grade appeals, (iii) academic grievances of all NSM undergraduate students, and (iv) may also serve as an advisory committee to the Dean of NSM on matters of policy related to academic standing. Graduate student grievances will be heard by the Graduate Council Academic Standings Committee.

Once petitioned, the Committee will investigate and seek to resolve academic grievances of individual students and will report to the NSM Council if any problem appears to require more than case-by-case action.

### **Article II. Membership.**

#### *Section 1: Composition*

Five (5) Faculty, one from each NSM department, and two (2) student representatives shall comprise the committee. Faculty members will represent their department of primary appointment. Student members must have declared a major in NSM. All members have full voting privilege.

#### *Section 2: Appointments*

The NSM Council Executive Committee will appoint the NSM Committee on Academic Grievance. Appointments will be made prior to the start of the Fall semester. Faculty appointments shall be for three-year terms. Membership will alternate one or two faculty appointments yearly to maintain continuity. Student Senate will recommend candidates to NSM Council for appointment. Student appointments will be for one-year term.

Care should be taken when forming the Committee so that it may reflect the diversity of the college's membership. All appointments are renewable and are not dependent on Council or Student Senate membership. Terms will begin at the start of the fall semester except for appointments that fill vacancies. The appointing body will fill all vacancies as soon as possible.

#### *Section 3: Selection of a Chair*

The Committee on Academic Grievance will select one Faculty member to act as chair. The chair should have prior experience on the committee.

*Section 4: Conflicts*

If any member has a conflict of interest in a particular grievance case, the member shall inform NSM Council and be recused for that particular case. NSM Council will select an alternate faculty to serve in his or her absence for the case in conflict.

**Article III. Policies and Procedures.**

The NSM Council Committee on Academic Grievance shall act as the college representative responsible for dealing with student academic grievances as described in the Student Handbook. The committee will convene upon receipt of a formal written request by the student.

As presented in the NSM Policies and Procedures, this Committee is allowed 15 workdays (three calendar weeks excluding holidays), which include 10 workdays (two calendar weeks excluding holidays) for replies to inquiry from previous steps. If the deadline is not met, resolution at this step will be considered unsatisfactory and the student is allowed to proceed to the next step in the grievance process. At the end of the 15-day period, the student will be informed in writing of the outcome.

A written formal report, completed by the chair of the committee, will be provided to the student at the end of deliberations. A copy of the report will be submitted to the NSM Dean's office and forwarded to the University Student Grievance Council if further petition is made.