

Academic Integrity and Grievance Committee
General Operating Policies of the Academic Integrity and Grievance Committee

Excerpted from Policy Number: 501.13

1. The associate vice chancellor for academic affairs shall be the administrative officer of the committee but shall not serve as a member of the committee. His or her duties shall include:
 - Consulting with the Academic Integrity and Grievance Committee chairperson in making a determination of which appeal procedure is appropriate (i.e., that of the Academic Integrity and Grievance Committee for grade appeals or that of the vice chancellor/provost for administrative action) and notifying the student of the decision.
 - Assigning faculty members and students on a rotating basis and according to the alphabet, when possible.
 - Arranging the appropriate times, dates, and places of committee meetings and hearings.
 - Informing, in writing, the parties to the appeal, their non-participating representatives, designated witnesses, members of the hearing panel, and the president of the Student Government Association of the times and places of committee hearings which they are requested to attend and supplying them with a statement of alleged grievances or offenses (Allegation of Academic Offense Report form or Grade Appeal Complaint form).
 - Securing and distributing to the committee written material appropriate to its consideration.
 - Supplying and distributing to the committee and involved parties all relevant and required documents and written materials appropriate to its consideration within the designated time frames for the meeting/hearing (e.g., statement of charges, alleged grievances, incident/allegation reports, information to be presented at hearing, list of witnesses, etc.).
 - Arranging for a tape-recording of committee proceedings.
 - Conveying in writing to the appropriate persons in grade appeals the decisions and the reasons for the decisions of the committee, within reasonable bounds of confidentiality, and to the accused student in academic offense cases the disciplinary action.
 - Maintaining committee records of grade appeals for a period of two years and forwarding academic offense records to the dean of students' office after the appeal deadline has expired.
 - Providing secretarial assistance for the committee.

The associate vice chancellor for academic affairs shall have the right to request copies of records pertaining to the proceeding from the dean of students' office.

It must be clearly understood that the Office of the Associate Vice Chancellor for Academic Affairs has no subpoena power and that its duties with regard to witnesses shall end with the mailing of a letter, within two (2) working days of the party's written request, notifying the witness of the time, place, and date scheduled for the hearing. Any further responsibility shall be that of the party calling the witness.

2. Committee Membership:

- Any member of the committee may at any time disqualify himself or herself from consideration of any given case or cases because of personal bias.
- Should a committee member be unable to hear a particular case, for any reason, an alternate shall be appointed by the chairperson to serve for the course of the particular grievance.
- Should the committee be involved in a specific case at the time of the return of an absent member, the replacement member shall continue as a member of the committee in all sessions dealing with that specific case until it is concluded. The returning members shall resume membership on the committee in any new cases brought before the committee.
- Should any member of the committee be unable, for any reason, to complete a term for which he or she has been appointed, one of the alternates shall fill the balance of the term. Resignations shall be submitted in writing to the associate vice chancellor for academic affairs and the chairperson of the committee. The associate vice chancellor for academic affairs shall then immediately inform the president of the Faculty Senate/Assembly in the case of the faculty member resignation, or the Student Government Association president in the case of a student resignation or a vacancy, request the appointment of one of the alternates to fill the position, and request the appointment of a second alternate to fill the vacant alternate position until the next term.
- If the committee is involved in any specific case at the time of the expiration of the term of any member, that member shall continue to function as a member of the committee only in its dealings with that specific case until such time as the case is concluded. No newly elected member shall participate as a member of the committee in relation to any case that began before his or her term. He or she shall, however, serve as a member of the committee for all other matters, beginning with the first day of his or her designated term of service.
- Either party to a hearing may ask the associate vice chancellor for academic affairs the name of committee members assigned to hear the case. Either party may request in writing to the associate vice chancellor for academic affairs and the chairperson that any member or members of the committee be excluded from the consideration of the case. Such a request must be for cause and be brought to the attention of the associate vice chancellor for academic affairs and chairperson within two class days upon receipt of notice of hearing. If a member of the panel is challenged, an alternate must be selected, have received all pertinent information regarding the hearing, and must be available at the hearing; if the member is disqualified by majority vote of the hearing panel from consideration of the case, the alternate will be seated.