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BOARD OF APPEALS & REVIEW

Abstract

In administering regulations and policies, the University recognizes that it must at times take into consideration the special needs of the individual student. The Board of Appeals and Review (BoAR) is delegated the responsibility for ruling on requests for special consideration. This policy outlines BoAR's charge and membership

Key Words: BOARD OF APPEALS & REVIEW, BoAR, COMMITTEE CHARGE, COMMITTEE MEMBERSHIP, SENATE SUBCOMMITTEE

Author/Source

Board of Appeals & Review, Student Affairs Committee

Consultations

Chair of BoAR and Dean of Undergraduate Education and Academic Innovation

Responsible Unit

Board of Appeals & Review, Registrar's Office

History

Version	Approved	Revisions(s)
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Supersedes S16-121

- Updates charge to reflect current practices, and organizational name, and reframes scope of appeals that have been reviewed by BoAR in practice in recent years to reflect current demands and the range of appeals BoAR has time and ability to review.
- Eliminates language listing issues BoAR does not review, leaving affirmative list of what BoAR does review.

F20-121 11/12/2020

- Updates membership
- Updates language

S16-121 03/08/2016

- The pronoun referring to the Presidential role was revised to be gender neutral (section II)
- Additional language was added to protect student confidentiality
- A student affairs professional staff member was added to the BoAR membership

S10-121 05/11/2010

- Minor revisions to update and clarify language
- A rationale explaining the revisions was added

S84-121 05/22/1984 Original

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Policy

I. Rational

The charge of the Board of Appeals and Review (BoAR) was last reviewed and approved by the Academic Senate in March 2016.

The current revisions update the charge of BoAR to remove areas that have not been reviewed by BoAR in recent years (such as the percent of course that may be graded as "credit") and focus on currently relevant issues, including withdrawals from courses under the current Withdrawal Policy and University policies related to Executive Order 1037. In addition, the procedures for protecting FERPA-privacy rights of students submitting appeals have been clarified. In the interest of simplicity, the list of areas not reviewed by BoAR was removed, leaving the specification of the committee's charge stated only in terms of those areas BoAR has authority to review.

Finally, SAC has suggested minor text and formatting revisions to correct outdated language and increase clarity.

II. Charge

All students at San Francisco State University, as they work toward their educational objectives, are expected to adhere to a number of regulations and policies that have been established by the State Legislature, the Board of Trustees of the California State Universities and Colleges, and San Francisco State University.

In administering these regulations and policies, the University recognizes that it must at times take into consideration the special needs of the individual student. The President, by virtue of their authority and responsibility for the administration of the educational program in the University, has delegated to the Dean of Undergraduate Education and Academic Planning the responsibility for ruling on requests for withdrawal after the twelfth week of instruction. The Board of Appeals and Review will advise the Dean on requests for full semester withdrawals that are submitted after the end of the semester and on withdrawal appeals. BoAR also rules on appeals for exception to policies related to Executive Order 1037. BoAR evaluates policies and regulations and, when appropriate, recommends to the appropriate body reconsideration of policies and recommends modifications in interpretation and application of policies.

III. Membership

Dean of Graduate Studies (or designee)

Dean of Undergraduate Education and Academic Planning (or designee)

Four faculty members (selected by the Executive Committee of the Academic Senate to serve staggered two-year terms). No more than one may be appointed from any one College. At least one must represent a department with a graduate program.

Director of the Undergraduate Admissions and Recruitment (or designee)

One administrator or professional staff member representing advising designated by the Dean of Undergraduate Education and Academic Planning.

One professional staff member designated by the Vice President for Student Affairs University Registrar or designee (non-voting, to serve as secretary and record-keeper) Two students (selected by the Associated Students)

IV. Quorum

A quorum is defined more than 50% of voting members present at the scheduled BOAR meeting.

V. Chair

BOAR shall select its own chair.

VI. Confidentiality

All student documentation and information provided to BoAR as part of the appeals process will be held confidential in compliance with FERPA rights and regulations. In

addition, in order to protect student appellants' confidentiality materials and documentation provided to BoAR will be redacted prior to review if student members are participating in the committee.

VII. Requests for Exception to Academic Policies Subject to BoAR Review

A. Appeals for Requests to Withdraw¹

BoAR reviews appeals and makes final determination on requests for withdrawal that were previously denied. These appeals must be filed by the student by the last day of finals for the semester in which the course or courses were taken. Such appeals include student requests to:

1. Withdraw from a course or courses from the fourth week through the twelfth week of instruction, including total withdrawal from all courses.
2. Withdraw from a course or courses from the thirteenth week through the last day of the instruction, including total withdrawal from all courses. These appeals require documentation of accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control.

BoAR also serves as the first level of review, for student appeals to request total withdrawal from all courses after the end of the semester.² These appeals require documentation of accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. In these cases, BoAR makes recommendations to the Dean of Undergraduate Education and Academic Planning, the President's designated campus administrator appointed to make final determination on appeals for requests to withdraw after the end of the semester.

B. Appeals for Exception to Policies Related to Executive Order 1037

BoAR reviews student appeals and makes final determination on requests for exceptions to the requirements of Executive Order 1037 to include:

1. Appeals to exceed the 18 maximum units of withdrawal;
2. Appeals to exceed the 28 maximum units of repeat;

¹Maximum number units of withdrawals applies unless the limit is appealed and an exception is approved.

² Students can appeal for withdrawal for one course, multiple courses, or all courses after the end of the semester. BoAR only reviews requests for all courses (full semester) and makes a

recommendation to the Dean of Undergraduate Education and Academic Planning. Any individual course withdrawal requests after the end of the term are not reviewed by BoAR but are submitted to the Registrar and then go directly to the Dean of Undergraduate Education (the administrator approved by the President to make final determination on withdrawal requests).

3. Appeals to repeat an individual course beyond what is permitted by campus policy;
4. Appeals to exceed the 16 units permitted for grade forgiveness.

VII. Meetings

BOAR normally meets monthly during the academic year.

IX. Reports

BOAR shall report through the Academic Senate to the President and provide annual reports to Academic Senate.

Signed Memo:
F20-121 memo
