At its meeting of May 22, 1984, the Academic Senate approved the following policy:

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 which 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 his authority and responsibility for the administration of the educational program in the University, has delegated to the Board of Appeals and Review the responsibility for ruling on requests for special consideration. This Board, in addition to acting on student requests for special consideration, also evaluates policies and regulations and, when appropriate, recommends to the appropriate body reconsideration of policies and recommends modifications in interpretation and application of policies.

Membership on Board of Appeals and Review

Dean of Graduate Studies and Research
Dean of Undergraduate Studies
4 faculty members (appointed by the Academic Senate to serve two-year terms - one faculty term ending each year). No more than one may be appointed from any one school.
Director of Admissions and Records
Director of Advisement Services
Registrar (non-voting, to serve as secretary and record-keeper)
2 students (selected by the Associated Students)

It is anticipated that the Associate Provost for Educational Support Services might attend sessions of BOAR at will or by invitation to consult with the Board or to clarify issues of mutual concern. The Associate Provost will not be a voting member.

Quorum

A quorum is defined as a minimum of five voting members present at the scheduled BOAR meeting.

Chair

BOAR shall select its own chair.

REQUESTS FOR EXCEPTIONS TO ACADEMIC POLICIES SUBJECT TO BOAR REVIEW

APPEALS OF DIRECT ACTION

The Board hears appeals on the following direct actions:

1. Withdrawal from an individual course which has been previously denied at College Dean’s level;
2. Withdrawal from the University occurring within the last three weeks of the semester or retroactively for reasons other than "verified cases of accident or serious illness";
3. Administrative withdrawal for academic reasons (e.g. upon repeat of same course within one year);
4. Changes to/or from Auditor status after the deadline when denied at the College Dean’s level.

APPEALS FOR EXCEPTION TO UNIVERSITY GRADUATION POLICIES

The Board hears appeals on the following University Graduation Policies:
1. that only 30% of a student’s courses may be graded "Credit";
2. that only 60 units may be in one discipline (major);
3. course equivalencies for graduation requirements which do not fall into normal guidelines (except BOAR cannot act on cases involving acceptance of community college work as upper division credit, which is prohibited by Title 5);
4. that there must be 45 graded SFSU units to qualify for graduation with honors;
5. the retroactive award of a degree for students who have missed filing deadlines and petition for the degree retroactively rather than accepting the next available degree date. ((Requests falling within one year of the date of graduation have customarily been acted on by the Admissions and Records staff);
6. the acceptance of upper division credit which was completed prior to the award of the Bachelor’s degree as a graduate degree program (beyond that allowed by University criteria of having been completed the last semester of undergraduate study and not in excess of 12 units).

REQUESTS FOR EXCEPTIONS NOT SUBJECT TO BOAR REVIEW

The Board does not review the following requests for exceptions:

1. Stipulated requirements of Title 5, or other State laws or regulations;
2. Grade changes subsequent to the award of a degree;
3. Any change of grade within the appropriate grading policy involving a reevaluation of work (authority for which has been delegated to each College Grade Appeal Committee as established by the College Dean);
4. Course equivalencies involving an evaluation of course content in terms of its applicability to major program requirements;
5. Change in major program requirements;
6. Variations in G.E. requirements which have been denied by the Undergraduate Dean’s Office and by the Council of G.E. Advising Coordinators acting as an Appeals Board.*

* Should G.E. policy and practice change so as to abolish the Council of G.E. Advising Coordinators, BOAR might assume this review function.

Time of Meetings

BOAR normally meets monthly during the academic year.

Rights of Consultation

BOAR members may, in individual appeal cases where additional clarification is needed, solicit consultation with appropriate deans, directors, faculty or students.

When a student files a petition, a copy should be sent to all participants in the original action.

Report Relationship

BOAR shall report through the Academic Senate to the President.

**APPROVED BY PRESIDENT WOO, JUNE 4, 1984**