PPM 6-22 STUDENT CODE, cont’d

VIII. JURISDICTION

A. Procedures which foster dialogue and promote resolution between the immediate parties involved in a dispute are encouraged. Every effort should be made to resolve disputes at the lowest possible level (i.e., individual, supervisor, department chairperson, program director, and/or dean). If resolution by these means is unsatisfactory, formal departmental or school procedures, if available, should be instituted and/or the office designated by the Vice President for Student Affairs should be notified. Students are also encouraged to contact their elected WSUSA representatives, if desired.

B. Procedures and hearings of all Weber State University bodies which have the potential of sanctioning students or providing relief to students will follow guidelines specified in the Student Code. Actions which seek redress from or imposition of sanctions on staff/faculty members of Weber State University and/or its administrative entities will follow guidelines and procedures outlined in the Weber State University PPM.

C. Issues relating to admission, residence halls, academic requirements, eligibility, residency, or parking violations are deferred to University venues especially designated to handle such issues, and appeals from those bodies will be considered only as outlined in section IX.

D. Scope:

1. In the absence of specific guidelines and procedures indicated elsewhere in the PPM, the due process provisions contained in the Student Code shall be followed.

2. Financial and business obligations such as payment of tuition, parking fees, residence hall charges, financial aid, etc., are considered business transactions and are covered by legal agreements in addition to the Student Code.

3. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives.

E. Specific Issues

In order to promote the resolution of disputes in an efficient and effective manner, the power to resolve particular issues shall be exercised as follows:

1. Academic Issues

a. Academic Dishonesty

i) All members of the University community have the obligation to report instances of academic dishonesty to the responsible faculty member.

ii) Grievances pertaining to academic dishonesty shall be referred to the college in which they arise for resolution according to the procedures for student petitions listed below in ~~VII~~ VIII.E.1.d.

b. Academic Grade/Course Sanctions

Grievances regarding grading or the imposition of course sanctions not involving academic dishonesty shall be referred to the college in which they arise for resolution according to the procedures for student petitions listed below in ~~VII~~ VIII.E.1.d.

c. Admission/Standing in Restricted Enrollment Programs

Grievances regarding admission to or standing in a restricted enrollment program at the University shall be referred to the college in which they arise for resolution according to the procedures for student petitions listed below in ~~VII~~ VIII.E.1.d.

d. Procedures for Student Petitions for Academic Grievances

Whenever possible, complaints or grievances should be resolved at the lowest level ~~possible~~ (i.e. faculty member, staff member, director, etc.). Students with unresolved academic issues can invoke the following levels in petitioning their cases.  Individuals must submit their petition within four (4) months after the event or issue being contested.  Time frames may be waived to accommodate extraordinary circumstances.  A student's petition must contain a statement of the relief sought (desired outcome) and a short account of the facts, reasons, and rationale to support the desired outcome.

The petition levels are sequential and students ~~mush~~ must exhaust their options at one level before proceeding to the next unless there are unusual or extenuating circumstances that warrant a petition going directly to the College Hearing Committee. The College Dean will make this determination.

**Petition Level 1:** Petition the College Department Chair (or Department Committee if applicable). The Chair or Department Committee will determine how to proceed and shall attempt to resolve the issue(s) within a reasonable time period. Once a decision has been reached, the department chair (or Committee Chair) will make a good faith effort to respond in writing to the student within 10 business days with a copy of the letter sent to the college dean. If a satisfactory resolution cannot be found the student may petition the college dean.

**Petition Level 2:** Petition the College Dean. The Dean shall attempt to resolve the issue(s) within a  reasonable time period. Once a decision has been reached, the college dean will make a good faith effort to respond in writing to the student within 10 business days with a copy of the letter sent to the department chair. If a satisfactory resolution cannot be found, the student may petition the College Hearing Committee.

**Petition Level 3:** Petition the College Hearing Committee. The petitioning student has the opportunity to meet in-person and present his or her case to the College Hearing Committee, which is not bound by the formal hearing process outlined in Section XI. University Legal Counsel shall act as the Committee’s legal advisor on all aspects of the process. The student may ~~also~~ be accompanied by an advisor at his or her expense (this person is advisory only). The Committee ~~committee~~ shall review all relevant evidence presented and meet to render a decision within a reasonable time period. Hearings shall be closed to the public except as permitted by applicable law and in consultation with University Legal Counsel. A written summary of the significant assertions and findings of the hearing shall be kept. Decisions of the Committee ~~committee~~ must be in writing and should give the basis for the decision. The Committee ~~committee~~ will make a good faith effort to respond in writing to the student within 10 business days with a copy of the letter sent to the college dean. There are no appeals beyond the College Hearing Committee other than due process violations. (NOTE: Every college must have a five-member Hearing Committee ~~hearing~~ ~~committee~~ appointed by the Dean consisting of at least one student and four other members of the University community from the respective college with one person acting as chair - see PPM 6-22.XI.A.1).

**Petition Level 4**: Meet with the University Due Process Officer on claims of substantive or procedural due process violation(s). The Due Process Officer can rule only on due process issues and shall render a decision and communicate it in writing to the student with copies to the College Dean and College Hearing Committee. The Due Process Officer may take the following actions:

a. Affirm the decision of the College Hearing Committee;

b. Direct the College Hearing Committee to reopen the hearing for a particular purpose in order to safeguard due process;

c. Remand the case to the College Hearing Committee for a new hearing after consultation with University Legal Counsel in order to safeguard due process.