IDAHO STATE BOARD OF EDUCATION

Request for Review of a Student Complaint or Grievance

Submitted pursuant to Idaho State Board of Education Policy III.P.19 (Student Complaints or Grievances)

Important: Please read this information carefully before completing this form

Eligibility: This form applies **only** to students at Idaho's public four-year institutions: Boise State University, Idaho State University, Lewis-Clark State College, and the University of Idaho.

Idaho community college students must instead follow the complaint/grievance policy of the Board of Trustees of the community college they attend. **Students at Idaho private or proprietary colleges** follow a different process, described at: boardofed.idaho.gov/education-programs/postsecondary-student-programs/student-complaints/.

The Idaho State Board of Education does not rehear or re-decide the underlying complaint, grievance, or disciplinary matter. The State Board of Education review is strictly limited to whether the institution substantially failed to follow its own procedures, or whether the final decision was made in error. The Idaho State Board of Education does not review the outcome of protected class harassment/discrimination complaints or Title IX proceedings. Carefully review Idaho State Board of Education Policy III.P.19.

You (the student) have the burden of showing that the institution's final decision was made in error. You must identify which institutional policies, procedures, or State Board of Education policy provisions you believe the institution failed to follow or misapplied. Disagreement with the outcome is not sufficient.

Before submitting this form, you must have already reported the matter to the institution and fully exhausted the institution's own complaint/grievance resolution procedures. This request must be received by the Office of the State Board of Education no later than 30 calendar days after you received the institution's final decision. Sanctions imposed by the institution remain in effect while this review is pending.

1. Student Information

Full Legal Name	Institutional Student ID Number
Phone Number	Email Address
Mailing Address	

Four-Year Institution Name	Current Enrollment Status (current or former student)
Has the institution's complaint/grievance resolution procedure been completed?	Yes-continue No-STOP. This form may not be submitted until the institution's complaint/grievance resolution procedure has been completed.

2. Nature of the Underlying Complaint or Grievance

TYPE OF FINAL INSTITUTIONAL DECISION BEING REVIEWED (SELECT ALL THAT APPLY)

☐ Final behavioral conduct decision — Final Decision Date:

☐ Final academic conduct decision — Final Decision Date:

☐ Institutional policy alleged to misalign with SBOE policy — Final Response Date:

DATE THIS REQUEST IS BEING SUBMITTED TO THE OFFICE OF THE STATE BOARD OF EDUCATION

(Must be within 30 calendar days of the date above. Requests received after this deadline cannot be accepted.)

3. Basis for State Board of Education Review

Identify the specific institutional policy, institutional procedure, or provision of SBOE policy that you believe the institution failed to follow or applied in error. **General dissatisfaction with the outcome, without identifying a specific procedural failure or error, does not meet the standard for review.**

LIST SPECIFIC POLICIES, PROCEDURES, OR PROVISIONS AT ISSUE (CITE BY NAME/NUMBER IF KNOWN)

Provide a list of specific, relevant institutional policies or procedures and link to each one.

EXPLANATION OF HOW THE INSTITUTION FAILED TO FOLLOW THIS POLICY/PROCEDURE, OR HOW THE DECISION WAS MADE IN ERROR

In 1000 words or fewer, describe how the institution did not follow the policy or procedure.

4. Required Documentation Checklist

Per SBOE Policy III.P.19.c, your request must be accompanied by all of the documents identified below. Materials must be clearly organized and labeled. We are unable to accept video materials. Incomplete submissions may delay or prevent review. Check each of the following items to confirm it is included:

☐ A dated copy of the original complaint or grievance as submitted to the institution

☐ A dated copy of the institution's final written decision on the complaint or grievance

☐ Copies of all proposed resolutions and recommended decisions issued at any stage by the institution with dates.

☐ Documentation showing you exhausted the institution's complaint/grievance resolution procedures (e.g., records of each step, meetings, hearings, and appeals completed at the institution level)

☐ Other relevant documentation demonstrating that you strictly followed the institution's complaint/grievance resolution procedures (optional; no more than 5 additional pages)

☐ A copy of this completed request form, addressed to the State Board of Education's Chief Academic Officer

5. Student Certification

I certify that I have reported this matter to my institution, have exhausted the institution's complaint/grievance resolution procedures, and that the information provided in this request and any attachments is true and accurate to the best of my knowledge. I understand that SBOE staff do not act as negotiators, mediators, or advocates in this process, and that any sanction imposed by the institution remains in effect while this review is pending.

Student Signature	Date
_____	_____

How to Submit

This completed form, with all related attachments, must be submitted electronically to the SBOE office at: **studentcomplaintprocess@edu.idaho.gov**, Attention: Chief Academic Officer.

Throughout the review, you may be asked to respond to additional questions and must reply within ten institutional business days.

For State Board of Education Office Use Only — Date Received: _____ Received By: _____