

Adopted April 14, 1992

**ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California**

**AS-384-92/IC
RESOLUTION ON
CHANGE OF GRADE**

- WHEREAS, Title 5 of the California Administrative Code, Sections 40104 and 40104.1 authorize the Chancellor and the individual campuses to designate and assign grades for academic work; and
- WHEREAS, CSU Executive Order 320 (dated January 18, 1980) specifically provides mechanisms for faculty and students to ensure that their rights and responsibilities regarding the assignment of grades are properly recognized and protected; and
- WHEREAS, CSU EO 320 authorizes and assigns responsibility for providing policy and procedures for the proper implementation of the aforementioned principles; and
- WHEREAS, According to CSU EO 320, "faculty have the right and responsibility to provide careful evaluation and timely assignment of appropriate grades"; and
- WHEREAS, Such grade assignments are presumed to be correct, and it is the responsibility of anyone appealing an assigned grade to demonstrate otherwise; and
- WHEREAS, Every instructor, when assigning grades, strives for equity to all students, and in the absence of compelling reasons, such as instructor or clerical error, prejudice or capriciousness, the grade assigned by the instructor of record is to be considered final; and
- WHEREAS, The Academic Senate Fairness Board has been established for the primary purpose of hearing grievances regarding student challenges to grades assigned; and
- WHEREAS, Cal Poly has never developed a policy or procedures as provided for in CSU EO 320; therefore, be it
- RESOLVED: That the university recognize the prerogative of faculty to set standards of performance and to apply these standards to individual students; and be it further
- RESOLVED: That the university will seek to correct injustices to students, while also believing that the instructor's judgment at the time the original grade is assigned is superior to a later reconsideration of an individual case; and be it finally
- RESOLVED: That the following policy and procedures be adopted to apply to changes of grade:

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POLICY

All course grades are final when filed by the instructor of record in the end-of-term course grade report. A student may request a change of grade under the conditions identified in the following paragraph. Such a request must be made no later than the end of the seventh (7th) week of the Fall, Winter, or Spring term following the award of the original grade.

A change of grade may occur only in cases of clerical error, administrative error, or where the instructor reevaluates the student's original performance and discovers an error made by the instructor or an assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or reexamination beyond the specified course requirements.

Changes of Authorized Incomplete and Satisfactory Progress symbols will occur as the student completes the required course work, and therefore such action does not normally require a request for a change of grade on the part of the student. Any other request for a change of grade will not be considered after one year from the end of the term during which the grade was awarded.

PROCEDURES

1. Every instructor is required to file assigned grades using the end-of-term course grade report. Each student will be notified by mail of the grades earned during the term, and these grades will become a part of the official record. As these course grades are considered final when filed, any changes in the filed grades must follow these procedures.
2. A student may request a change of grade no later than the end of the seventh (7th) week of the Fall, Winter, or Spring term following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Records Office. These forms are available in department offices, and shall not be handled by the student. If the instructor determines that there is not a valid basis for changing the grade, and denies the student's request, that decision is final. The student may then file a petition with the Fairness Board on the basis of capricious or prejudicial treatment by the instructor.
3. In the event a Change of Grade form is completed and signed by the instructor, the form will contain a note identifying the reason for the change.

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4. Any change of grade initiated after the end of the seventh (7th) week of the following regular term will be approved only under extraordinary circumstances. Any such request will carry an explanation of such circumstances, and will be signed by the instructor, department head/chair, and the dean before acceptance by the Registrar. "Extraordinary circumstances" shall be defined as, but not limited to, the following conditions and circumstances, and the student shall provide documentation of: (1) personal illness, (2) family emergency, and/or (3) inability to communicate with the instructor prior to the end of the seventh (7th) week following the regular term of instruction.
5. Once a degree is awarded, no grade changes will be made after sixty (60) days from the date the grade report was mailed to the student.

Proposed by the Academic
Senate Instruction Committee
February 25, 1992
Revised April 7, 1992

State of California

Memorandum

To: Jack D. Wilson
Chair, Academic Senate

Date: March 24, 1993

From: Thomas Zuur, Director
Office of Academic Records

File:

Subject: Implementation of AS-384-92/IC
Change of Grade

Copies: Glenn Irvin
Euel Kennedy
Jim Maraviglia

The new Academic Senate policy on Change of Grade will have a widespread effect on the campus community, making the availability of advance information and education a crucial part of the process. We anticipate having the implementation process for the above resolution in place for grades initially assigned Fall Quarter 1993.

As this is an Academic Senate policy, I am suggesting a joint information and education campaign between Spring and Fall Quarters. Your advice, recommendations and general foresight would be invaluable to us as we move towards putting this Senate policy in place.

It has been recommended that we formally share information with key campus committees. Suggested at this point are the Instruction Committee, Registration and Scheduling Committee, Student Through-put Committee, and the Instructional Department Heads' Council. This is in addition, of course, to the notification of all faculty and academic administrators. Distribution of general information could take place at least twice, once during Spring Quarter 1993 and possibly at departmental gatherings for Fall Conference.

The significant points of the new policy implementation that we will be sharing and which are likely to engender the most discussion, are summarized below.

1. The possibility of changing grades will have time limits. For a grade initially assigned Fall Quarter 1993 and later, any change will need to be submitted **no later than the 7th week of the term following the term in which the original grade was awarded**. This applies to other than grades assigned for Spring Quarter, for which the deadline for changes is the 7th week of the following Fall Quarter. Exceptions would be Incomplete and Satisfactory Progress final grades which are due within one year, and graduate degree theses which have a completion deadline of two years.

2. All grade changes submitted must state the reason for the change. If submitted after the deadline, the reason must be one of "extraordinary circumstances" and include approval signatures of the Department Head/Chair and College Dean, in addition to the faculty member involved.
3. Changes of grade **will not be considered after one year** with the exception of graduate degree theses referenced above.
4. Once a student's academic record has a degree awarded, **no change will be made to that record later than 60 days after the degree posting.**
5. A deferment of the implementation of the resolution until Fall 1993 is intended to help ease the procedural transition, as it will be accompanied by a "grandfathering" period to run possibly until November 1, 1993. This would be the maximum time available for the acceptance of grade changes for grades originally assigned for quarters prior to Fall 1993.

Please call me to discuss the appropriateness of our intended contacts and the types of notifications we are planning. We would appreciate both your reaction to the steps sketched above and any additional recommendations you might have. Thank you in advance for any assistance you might render in helping to smooth this transition for both faculty and staff.

Memorandum

AUG 26 1992

CAL POLY
SAN LUIS OBISPO
CA 93407

To : Jack Wilson, Chair
Academic Senate

Academic Senate

Date : Aug. 24, 1992

File No.:

Copies : R. Koob


From : Warren S. Baker
President

Subject: ACADEMIC SENATE RESOLUTIONS AS-383-92/EX,
AS-384-92/IC AND AS-385-92/C&BC

By memos dated April 29 and May 6, Charles Andrews transmitted the subject resolutions which were adopted by the Academic Senate. As noted in the transmittal memo, AS-385-92/C&BC dealing with Committee Reporting is internal to the operations of the Academic Senate and requires no action on my part.

Based upon a review and recommendation from Vice President Koob, I am pleased to approve the Change of Grade resolution, AS-384-92/IC.

Vice President Koob and I have also reviewed in detail AS-383-92/EX on Academic Program Reviews. Overall, the document is quite comprehensive and will be very helpful. I am very pleased with the Academic Senate's concerns and efforts in this critical area as we move forward with our strategic planning efforts.

With the addition of reference to the Cal Poly Mission Statement being included as a basis for evaluation under Section I.A. -- Mission, Goals and Objectives -- the resolution is approved. At the present time, "the special mission of Cal Poly" is included, but the only references to this Mission is Title 5 language in the detailed guidelines. I believe the official Mission Statement of the University should also be utilized.