

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 74-21

UNIFORM FILE

REFERENCE: Grade Appeals

SUBJECT: Grade Appeals System

The University has established the following procedures to protect students against academic evaluations which are prejudicial or capricious or unjust:

- a. An appeal of a final grade (only final grades can be appealed) must be initiated by the student involved within the first regular semester after receipt of the grade in question, and must first be directed to the instructor of the course, orally or in writing. If further action is deemed necessary, the student will next direct his appeal to the Department Chairman, or any representative designated by the department. If the issue remains unresolved, the student may direct his appeal to the next level according to procedures established by the school.
- b. If the student continues to be dissatisfied with the results and feels compelled to pursue the matter further, he shall make a written request to the Chairman of the Grade Appeals Committee for further consideration of his case.
- c. Each school shall have a Standing Grade Appeals Committee. The several schools shall determine the membership of the School Grade Appeals Committee, with the proviso that each school shall have student representation on its committee.
- d. The Grade Appeals Committee shall determine whether to uphold or to recommend a change in the earlier decision. In the latter event, the Committee shall recommend to the instructor a change in grade.
- e. If the instructor is not prepared to change the grade at this stage, the Grade Appeals Committee shall have the power to change the grade.
- f. After the appeal is filed with a School Grade Appeals Committee, only the professor whose assignment of grade is being appealed, the appellant, the committee members, advisors, and others admitted

to the hearing, shall be privy to any and all records involved in the appeal. Thirty days after final School Committee action, if no appeal has been lodged in other channels, all records, whether written, audio tape, video tape, or film, shall be destroyed, except that a record shall be kept of the student's name, the course number, the course title, the semester of the appeal, and the final committee action.

#### Grade Appeals

Students have the right to appeal their final grades, and only their final grades, in any course. The basis of appeal is the claim that the grade was prejudicially, capriciously or unjustly assigned. Such an appeal must be initiated by the student who claims to be aggrieved within the first regular semester after the assignment of the grade in question, and the appeal must first be directed to the instructor of the course, orally or in writing. If further action is deemed necessary, the student should next direct his or her appeal to the department chairman, or to such persons as may be designated departmental representatives in grade appeals matters. If the issue remains unresolved, the student may direct his appeal to a grade appeals committee of the school concerned. Information about school grade appeals committees can be obtained from the offices of the school deans.

Effective Fall, 1972.

DEG:sn

September 25, 1974