

*Superseded by PS 86-054  
86-05 (Amended)*

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 79-17

REVISED: May 1980

FILE: Grade Appeals

SUBJECT: GRADE APPEAL PROCEDURE

The following policy statement amendments, recommended by the Academic Senate at its meeting of April 10, 1980, and approved by the President on May 5, 1980 are incorporated into this revised Policy Statement 79-17.

This Policy Statement supersedes PS 79-17 dated July 2, 1979.

Although the University presumes that grades assigned are correct, the University has established procedures to protect students against academic evaluations which are prejudicial or capricious. This procedure is available equally to both undergraduate and graduate students and constitutes the only grade appeal procedure at California State University, Long Beach.

GROUND'S FOR APPEAL

This procedure is available equally to both undergraduate and graduate students and constitutes the only grade appeal procedure at CSULB. Authority to revise policies and procedures for grade appeals rests entirely with the Academic Senate. The campus president is responsible for ensuring that such revisions conform to the principles and provisions of Executive Order No. 320, issued by the Chancellor on January 18, 1980. Only final grades may be appealed. Grounds for appeal are prejudicial or capricious grading by the instructor of the specific student appealing. The burden of proof rests upon the student. It is therefore important that the student include a clear, coherent written statement of the basis for the grade appeal together with any supporting documentation the student may wish to include, if the appeal goes beyond the instructor. The written statement for the appeal and the evidence supporting the appeal should avoid personal comments about the instructor.

### CONTINUATION OF APPEAL

Once filed with the Department/Program Chair, the appeal must be forwarded through subsequent levels of the appeals process until resolved. (See Flow Chart.) The student may at any time terminate the appeal by filing a letter of withdrawal with the instructor and the Department/Program Chair.

### CONFIDENTIALITY

Grade appeal papers are privileged to the student who initiated the appeal; the instructor whose grade is being appealed; the Department/Program Chair; the Grade Appeals Committee, where one exists, of the department in which the course involved is offered; the Dean of the School; and members of the School Grade Appeals Committee. All phases of grade appeals shall be confidential. Cases shall be discussed by committee members only when the committee is in session.

### ADVISOR

A student may have assistance in the preparation of the appeal in the form of an advisor. If department procedures permit oral arguments the advisor may accompany the student to the department hearing.

### PROCEDURE

- a. An appeal of final grade for a course must be initiated by the student involved, within the regular semester immediately following the semester or special session in which the course was completed. The appeal must be directed to the instructor of the course, orally or in writing.
- b. If further action is deemed necessary, the student will next direct the appeal in writing to the Department/Program Chair who will consult with both the student and the instructor involved. If consultation does not resolve the appeal to the satisfaction of the student and instructor, the Department Chair must forward the appeal, with or without a written recommendation, to the Department Grade Appeals Committee where one exists or to the School Grade Appeals Committee in the absence of a Department Grade Appeals Committee.
- c. If consultation at the Department Grade Appeals Committee level does not resolve the appeal to the satisfaction of the student and the instructor, it shall be forwarded to School Grade Appeals Committee, with written recommendation.
- d. Committee members at any level will not participate in any way in any appeal in which they have been involved personally.

This includes assignment of the grade in question and/or attendance or participation in the class in which the grade in question was assigned.

- e. Each School shall have a standing Grade Appeals Committee. The School shall determine the membership of the School Grade Appeals Committee, with the provision that each School shall have student representation on its committee.
- f. All parties to an appeal shall be notified in writing of all responses at all points of the appeal process and shall have full opportunity to comment in writing before the appeal reaches the School Committee. The School Committee shall consider such information and, if necessary, obtain clarification in writing from either the student, instructor, or both. The School Committee shall consider only information presented in writing and available to all parties. Committee deliberations shall be confidential. The School Committee shall normally make its determination within sixty campus working days of the time it receives the information on the appeal.
- g. If any substantial new written evidence is received (within sixty campus working days) as determined by the School Grade Appeals Committee, and prior to reaching a final decision, the School Committee has the option to return the appeal to the Department/Program Chair or Committee for reconsideration.
- h. The School Grade Appeals Committee shall determine whether to uphold or to recommend a change in the earlier decision. In the event the Committee determination is that the grade should be changed, the Committee shall recommend in writing to the instructor a change in the grade.
- i. If the instructor is not prepared to change the grade at this stage, the School Grade Appeals Committee shall have the power to change the grade. The School Grade Appeals Committee's decision is final, and does not require the approval of the department chair or dean.
- j. Should irregularities in procedure occur, the student or faculty member involved may ask for reconsideration by filing a complaint with the Vice President for Academic Affairs (or designee) within thirty campus working days. The Vice President (or designee) may request a School Grade Appeals Committee to reconsider any case when there are apparent violations of procedure but shall not recommend or initiate a grade change.

- k. All duplicate materials shall be destroyed within thirty days of the decision. The original appeal shall be kept by the Instructional Dean of the School involved for a period of not less than five years from the date of notification of decision by the instructor or School Grade Appeals Committee.

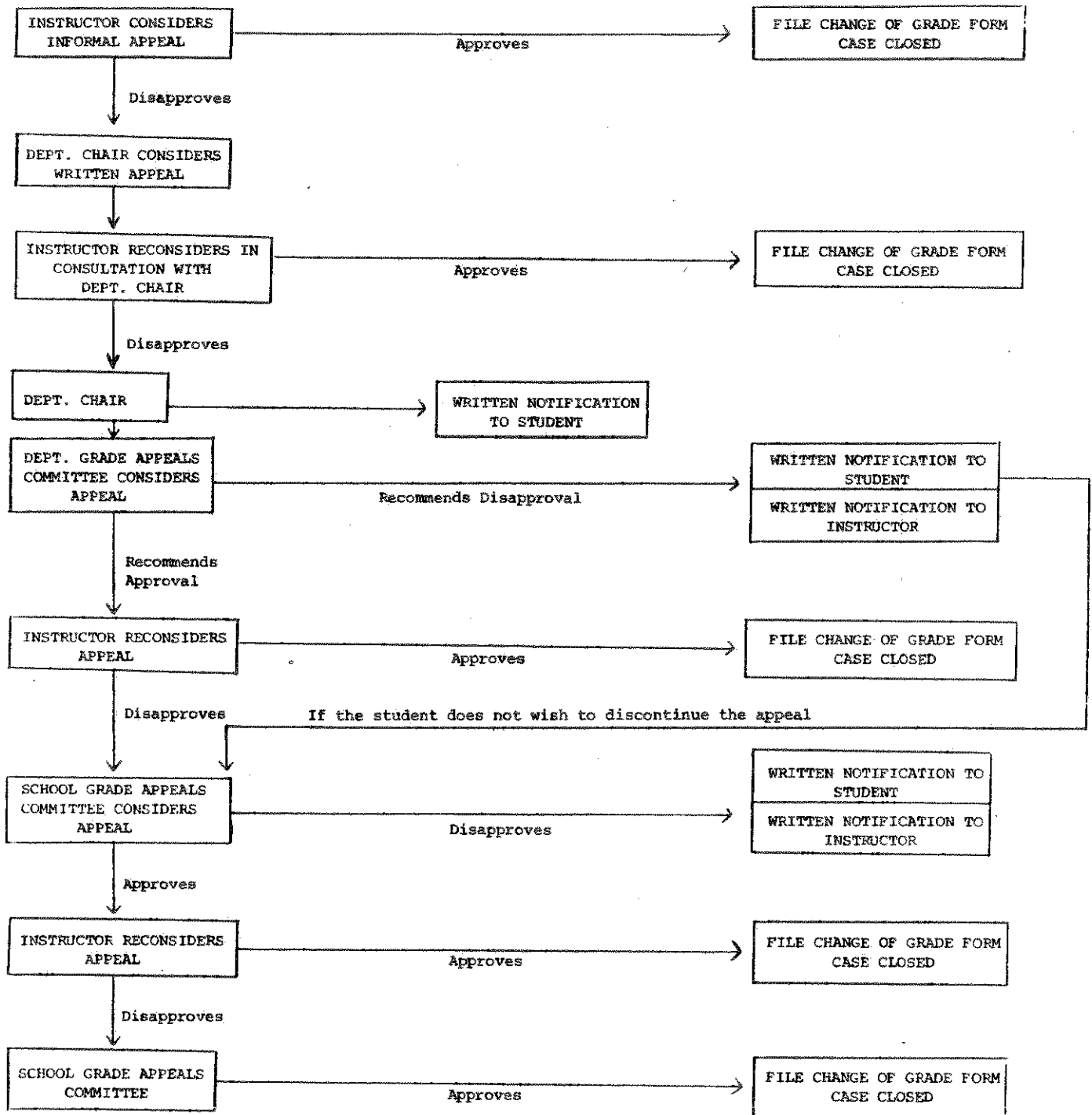
Each Instructional Dean will report annually to the campus president and to the Academic Senate on the number of cases heard and the disposition of each case.

Effective: Immediately

DEG: ld

5/26/80

GRADE APPEAL FLOW CHART  
For Departments W/Committees





CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 79-17

FILE: Grade Appeals

SUBJECT: GRADE APPEAL PROCEDURE

The following policy statement, recommended by the Academic Senate at its meeting of May 21, 1979, and approved by the President on June 20, 1979, is as follows:

This Policy Statement supersedes PS 74-21, dated September 25, 1974

The University has established procedures to protect students against academic evaluations which are prejudicial or capricious.

This procedure is available equally to both undergraduate and graduate students and constitutes the only grade appeal procedure at California State University, Long Beach.

GROUND'S FOR APPEAL

Only final grades may be appealed. Grounds for appeal are prejudicial or capricious grading by the instructor of the specific student appealing. The burden of proof rests upon the student. It is therefore important that the student include a clear, coherent written statement of the basis for the grade appeal together with any supporting documentation the student may wish to include, if the appeal goes beyond the instructor. The written statement for the appeal and the evidence supporting the appeal should avoid personal comments about the instructor.

CONTINUATION OF APPEAL

Once filed with the Department/Program Chair, the appeal must be forwarded through subsequent levels of the appeals process until resolved. (See Flow Chart.) The student may at any time terminate the appeal by filing a letter of withdrawal with the instructor and the Department/Program Chair.

CONFIDENTIALITY

Grade appeal papers are privileged to the student who initiated the appeal; the instructor whose grade is being appealed; the Department/Program Chair; the Grade Appeals Committee, where one exists, of the department in which the course involved is offered; the Dean of the School; and members of the School Grade Appeals Committee. All phases of grade appeals shall be confidential. Cases shall be discussed by committee members only when the committee is in session.

### ADVISOR

A student may have assistance in the preparation of the appeal in the form of an advisor. If department procedures permit oral arguments the advisor may accompany the student to the department hearing.

### PROCEDURE

- a. An appeal of final grade for a course must be initiated by the student involved, within the regular semester immediately following the semester or special session in which the course was completed. The appeal must be directed to the instructor of the course, orally or in writing.
- b. If further action is deemed necessary, the student will next direct the appeal in writing to the Department/Program Chair who will consult with both the student and the instructor involved. If consultation does not resolve the appeal to the satisfaction of the student and instructor, the Department Chair must forward the appeal, with or without a written recommendation, to the Department Grade Appeals Committee where one exists or to the School Grade Appeals Committee in the absence of a Department Grade Appeals Committee.
- c. If consultation at the Department Grade Appeals Committee level does not resolve the appeal to the satisfaction of the student and the instructor, it shall be forwarded to School Grade Appeals Committee, with written recommendation.
- d. Committee members at any level will not participate in any way in any appeal in which they have been involved personally. This includes assignment of the grade in question and/or attendance or participation in the class in which the grade in question was assigned.
- e. Each School shall have a standing Grade Appeals Committee. The School shall determine the membership of the School Grade Appeals Committee, with the provision that each School shall have student representation on its committee.
- f. All parties to an appeal shall be notified in writing of all responses at all points of the appeal process and shall have full opportunity to comment in writing before the appeal reaches the School Committee. The School Committee shall consider such information and, if necessary, obtain clarification in writing from either the student, instructor, or both. The School Committee shall consider only information presented in writing and available to all parties. Committee deliberations shall be confidential. The School Committee shall normally make its determination within sixty campus working days of the time it receives the information on the appeal.



- g. If any substantial new written evidence is received (within sixty campus working days) as determined by the School Grade Appeals Committee, and prior to reaching a final decision, the School Committee has the option to return the appeal to the Department/Program Chair or Committee for reconsideration.
- h. The School Grade Appeals Committee shall determine whether to uphold or to recommend a change in the earlier decision. In the event the Committee determination is that the grade should be changed, the Committee shall recommend in writing to the instructor a change in the grade.
- i. If the instructor is not prepared to change the grade at this stage, the School Grade Appeals Committee shall have the power to change the grade. The School Grade Appeals Committee's decision is final, and does not require the approval of the department chair or dean.
- j. Should irregularities in procedure occur, the student or faculty member involved may ask for reconsideration by filing a complaint with the Vice President for Academic Affairs (or designee) within thirty campus working days. The Vice President (or designee) may request a School Grade Appeals Committee to reconsider any case when there are apparent violations of procedure but shall not recommend or initiate a grade change.
- k. All duplicate materials shall be destroyed within thirty days of the decision. The original appeal shall be kept by the Instructional Dean of the School involved for a period of not less than five years from the date of notification of decision by the instructor or School Grade Appeals Committee.

Effective: Fall, 1979

DEG:bjp  
7/2/79



GRADE APPEAL FLOW CHART  
For Departments W/Committees

