



CALIFORNIA STATE UNIVERSITY, LONG BEACH

MEMORANDUM

RECEIVED

MAY 23 2007

Academic Senate

To: Praveen K. Soni, Chair, Academic Senate

From: David G. Huckaby, Chair, Curriculum and Educational Policies Council

Date: 16 May 2007

Re: INTERPRETATION OF PS 99-16, GRADE APPEALS

The Curriculum and Educational Policies Council has interpreted this document to mean that for courses not located in a department (college-based courses) or even in a college (university-based courses) a first-level grade appeals committee must be formed if needed. The department of the instructor of record shall form the committee or, if the department cannot, the faculty council of the relevant college shall appoint the first-level grade appeals committee from among the faculty members of that college. If review beyond the first-level grade appeals committee is necessary, the appeal will next go to the regular college-level grade appeals committee of the college of that department.

For instructors housed in a college but not a department, the first-level committee must be formed by the faculty council of the relevant college with its members selected from among that college's faculty. For instructors not housed in any college, the CEP Council will form the first and second-level committees, with members selected from among the council membership.

For team-taught courses, a grade appeal must be formally filed against the instructor of record and will go to that instructor's department and college.