

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512

Date: January 18, 1980

To: Presidents

From: Harry Harmon *Harry Harmon*
Executive Vice Chancellor

Subject: Executive Order No. 320 Assignment of Grades
and Grade Appeals

I am transmitting to you five copies of Executive Order No. 320 which establishes minimum standards for campuses governing the assignment of grades by faculty and for provisions for appeal.

The President has the responsibility for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

Please address any questions regarding this Executive Order to the Vice Chancellor, Academic Affairs.

HH:je

Attachments

Distribution: Vice Presidents, Academic Affairs
Deans of Students
Deans, Directors of Admissions
Registrars
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 320
Title: Assignment of Grades and Grade Appeals
Effective Date: January 18, 1980
Supersedes: None

This Executive Order is issued pursuant to Sections 40104 and 40104.1 of Title 5 of the *California Administrative Code* and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of The California State University and Colleges and is effective immediately.

This Executive Order establishes minimum standards for campuses governing the assignment of grades by faculty and for provisions for appeal to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student. The purpose of this Executive Order is to provide mechanisms to deal with such unusual occurrences. The standards provided are based upon the following principles:

1. Faculty have the right and responsibility to provide careful evaluation and timely assignment of appropriate grades.
2. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
3. 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.
4. Students who believe that an appropriate grade has not been assigned, should first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student may present his/her case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.
5. If the instructor of record does not assign a grade, or if he/she does not change an assigned grade when the necessity to do so has been established by appropriate campus procedures, it is the responsibility of other qualified faculty to do so.
6. "Qualified faculty" means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at that campus.
7. Each campus faculty Senate/Council has authority and responsibility for providing policy and procedures for the proper implementation of the foregoing principles.
8. Each campus president is responsible for ensuring that the policies and procedures developed by the faculty Senate/Council are in conformance with the principles and provisions of this Executive Order and for ensuring that such established policies and procedures are carried out.

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No later than the beginning of Fall term 1980 each campus shall implement policy and procedures covering the assignment of grades and grade appeals which include *at least* the following provisions:

1. The time and manner of reporting course grades including provisions for assuring that such grades have been assigned by the instructor of record.
2. Circumstances under which the instructor of record may change a grade once assigned, and procedures for making such changes.
3. A means for preliminary review of potential appeals that may resolve differences before initiation of formal proceedings.
4. One or more committees for hearing grade appeals which shall provide safeguards to assure due process for both student and instructor. Such committees shall include student membership. Student members shall not participate in assignment of grades.
5. Procedures whereby grades are assigned by other qualified faculty in circumstances where the instructor of record does not do so, including those instances where a grade change is recommended by a grade appeals committee and the instructor of record does not carry out that recommendation.
6. Specification of time limits for completion of various steps in the appeal process and of the time period during which an appeal may be brought.
7. Grounds for which a grade appeal is permitted.
8. Description of the extent of the authority of appeal committee(s), including provisions which clearly limit grade changes to instances where there is a finding that the grade was improperly assigned.
9. Limitation of committee authority to actions which are consistent with other campus and system policy.
10. A statement that there is a presumption that grades assigned are correct. Thus, the burden of proof rests with the individual who is appealing.
11. Procedures for dealing with allegations of improper procedure.
12. Assignment of authority to revise policies and procedures for grade appeals to the campus faculty Senate/Council. The campus president is responsible for ensuring that such revisions conform to the principles and provisions of this Executive Order.
13. Provision for annual reporting to the President and campus faculty Senate/Council on the number of cases heard and the disposition of each case.

The President shall submit a copy of policies and procedures adopted pursuant to this Executive Order to the Chancellor by May 14, 1980 and shall submit revisions as adopted. These policies and procedures should be sent to the attention of the Vice Chancellor, Academic Affairs.

These policies and related procedures shall be published in a manner that ensures that all faculty and students have an opportunity to be aware of them (in class schedules, faculty manuals, student

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handbooks, etc.). While it is not necessary that policy and procedures be published in their entirety in generally circulated documents, such publications shall ensure that the students are aware that policy and procedures exist and where they may be obtained.



Glenn S. Dumke, Chancellor

Dated: January 18, 1980