

## **GRADE CHANGE POLICY (From the Catalog)**

All grade except for 'I' and 'X' are final when filed by the instructor in the end-of-term grade report. Thereafter, a grade change may be made only in the case of clerical, procedural or calculation error. No grade other than 'I' or 'X', once reported, may be revised by re-testing nor by completing additional work. Any grade change must take place within one year subsequent to the term in which the grade was reported.

Instructors who are not prepared to submit a final, closed course grade at the time that grades are due, on account of an individual student's extraordinary circumstances or special needs, may submit a grade of 'I'.

## **WITHDRAWAL (Taken from the Catalog)**

There are two types of withdrawal - withdrawal from a course and withdrawal from the University.

From a Course:

During the first week of on-campus classes (or 10% of the duration of an on-campus class) a student may drop a class without being held responsible for a grade, and without an instructor's signature.

During weeks 2-5 (or up to 50% of the duration of a class) students must obtain an instructor's signature of acknowledgement before dropping a class.

Thereafter, a student may withdraw from a class, but the instructor should grant the W only if the student is doing passing work. Otherwise, a grade of F will be recorded. Withdrawals must be filed in the Registrar's Office by the last day of regularly scheduled class, (i.e. prior to finals week). All drop slips must be submitted within two regularly scheduled school days after the instructor signs the slip, and no later than the last day of regularly scheduled classes of the fifth week.

## **Academic Grievance (From the Student Handbook)**

If you are concerned about the quality of instruction in a class, or that a grade or other faculty action has been unfair, it is best to discuss it directly with your instructor privately. Most faculty are interested in your views. If your discussion with the instructor is unsatisfactory, contact the department chair. The University's "Complaint and Grievance Procedures" protect students from arbitrary or capricious decisions. A Grievance Counselor is available to discuss grievances and to advise you of the process.

#### **Category 4: Grievances Pertaining to Courses and Grading (From the Student Handbook)**

The assignment of course grades are at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend changes of letter grades (A, B, C, D, F) for their courses.

In pursuing a resolution to complaints under Category 4, the complainant, prior to any grievance action, must attempt to obtain a satisfactory resolution informally from the individual instructor.

##### **Step One**

If a complaint has not been resolved between the faculty member and student, the student may refer the matter to the Dean of the School responsible for the course in question. This must occur within one regular term or the term in which the grade was assigned. At this step a written statement of grievance is not required. The Dean of the School shall seek to resolve the matter and will report a decision or resolution to the student within 15 calendar days.

If at that point the student feels that the matter has not been satisfactorily resolved, it may be resubmitted to the Dean as a written grievance.

The Dean shall investigate the grievance either directly or by referring it to the School's Grievance Committee for recommendation.

If the Dean investigates the grievance directly, the Dean will forward a written report to the student and to the President of the University within 15 calendar days of receipt of the grievance.

##### **Step Two**

If the Dean refers the issue to the School Grievance Committee for a recommendation, the Committee will conduct an informal fact-finding hearing and within 10 calendar days after the close of the hearing will submit a finding of facts and a recommendation in writing to the School Dean. In regard to course grades, the Committee may recommend that the grade stand, or that the course and grade be expunged from the student's transcript, or that a letter grade be changed to an S or U depending on which is appropriate based upon the letter grade submitted by the instructor. The Committee may also recommend to the Dean that the instructor make appropriate changes in course requirements, grading procedures or grading practices. Within five days after the receipt of the recommendation from the Committee, the School Dean will issue a decision on the grievance. Copies of the decision will be sent to the grievant and to the respondent. In any case where the Dean decides that a course and grade shall be expunged from the student's transcript, a recommendation with rationale shall be forwarded by the School Dean to the Vice President for Academic Affairs who will make a final decision to be reported in writing to all parties.

##### **Proceedings of Fact-Finding Hearing by a School Grievance Committee**

1. Within 10 calendar days of the receipt of the grievance document, the Committee will forward a copy of the grievance document to the respondent and will notify both the grievant and

the respondent of the time and place of the opening session. The hearing will begin seven calendar days after the date of notice and no more than 21 calendar days after receipt of the document by the Committee.

2. Both the grievant and respondent may be represented by anyone of his or her choice, at their own expense and may present pertinent written evidence or have witnesses present pertinent facts on their behalf.

3. The fact-finding hearing will be informal. No formal minutes will be taken nor will evidence be maintained in files.

4. The Committee itself will determine which member shall preside over the hearing. A quorum of 2/3 of the Committee members must be present to conduct the hearing.

5. Members of the Committee may ask pertinent questions of either party in the spirit of revealing all facts about the matter and arriving at an equitable solution.

6. If subsequent sessions of the hearing are necessary, the time and place of the next sessions will be established prior to the adjournment of the session if possible.

**Assembly Agenda: February 4, 2004** (Then Interim President Lund present at this meeting)

**Academic Standards Committee: Proposed Grade Change Policy:**

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