

SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192

An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned provided, however, an extension of the one-year time limit may be granted by petition for contingencies such as intervening military servi.499 5 (i)-1 (hi)-1 (n)-8.3usn
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administrator designated by the President. This permission shall be informed by the recommendations (to approve or deny) of the instructor and the department chair, or by the appropriate dean or designee in cases where it is

2. Circumstances under which the instructor(s) 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. Grounds for which a grade appeal is permitted.
5. One or more committees for hearing grade appeals that 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.
6. Procedures whereby grades are assigned by other qualified faculty in circumstances where the instructor(s) of record does not do so, including those instances where a grade change is recommended by a grade appeals committee and the instructor(s) of record does not carry out that recommendation.
7. 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.
8. Description of the extent of the authority of appeal committee(s), including provisions that clearly limit grade changes to instances where there is a finding that the grade was improperly assigned.
9. Limitation of committee authority to actions that 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. 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 Academic Senate on the number and disposition of cases heard.

IV. Change of Grade (Not Resulting from a Grade Appeal as specified in Section III)

- A. The basic principle underlying changes of grade is that all students be treated fairly and be given equal opportunities to demonstrate their academic learning and earn course grades representing that learning. Application of this criterion precludes the assignment of extra credit unless such assignments were made known and available to all students in the class. It further precludes rejudgment, afterthought, or reconsideration of an individual's graded work unless such opportunity for change of grade is made equally available to all students in the class.
- B. Unless a rejudgment, afterthought, or reconsideration is applied fairly and equally for all students in a class, a change of grade request may be submitted only when there is an error in grading an assignment or course component, or in the case of a clerical, computational, transcriptional, or other administrative error. The specific nature of the error shall be recorded on the form requesting the change of grade. Once approved, the original grade will be removed from the transcript and the new (changed) grade will replace it.

- C. A change of grade request must be submitted by the department office directly to the Office of the Registrar in a timely fashion. Normally, such requests must be received by the drop deadline of the following Spring or Fall semester and will require the signatures of the instructor and the department chair. Further extension of this deadline will be considered only when there is documentation of the student's

Approved: April 13, 2009 with revisions approved May 4, 2009
Present: Branz, Brown, Cavu-Litman, Fee, Gleixner, Han, Langdon, Lee, Levy, Linder, Sivertsen (chair), Stiglitz, Sofish, Whitney
Absent: Campsey, Castillo, Hilliard, Kelley, Palumbo
Vote: 14-0-0
Financial Impact: Uncertain, but no long-term impact is anticipated
Workload Impact: Short-term impacts primarily on staff (training and implementation); long-term impact on workload should not be significant.