

1 **San José State University**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**
4 **May 9, 2022**
5 **Final Reading**
6

AS 1834

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8 **Policy Recommendation:**
9 **Amendment C to University Policy S09-7,**
10 **Grading Symbols, Drop and Withdrawal; Retroactive Drop**
11 **and Retroactive Withdrawal; Assignment of Grades and**
12 **Grade Appeals; Change of Grade; and Integrity of the**
13 **Academic Record**

14 **Legislative History: Amends [S09-7](#)**

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16 **Whereas:** There is a slight ambiguity in the wording of [S09-7](#) regarding precisely
17 who is responsible for assigning grades in class sections; and

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19 **Whereas:** The ambiguity must be removed in order to affirm individual faculty's rights
20 to and responsibility for assigning grades; be it therefore

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22 **Resolved:** That S09-7, sec. III.A be revised as indicated below.
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25 **Approved:** April 11, 2022

26 **Vote:** 12-0

27 **Present:** Frazier, French, Hill, Jackson (non-voting), Kumar, Leisenring (non-
28 voting), Lupton, Masegian, Merz, Sen, Walker, Wilson, Yang, Yao

29 **Absent:** Allen, Kaur, Rollerson, Wolcott

30 **Financial impact:** None.

31 **Workload impact:** None.
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36 **III. Assignment of Grades (Sections A, B, C, D.1) and Grade Appeals (Sections**
37 **D.2, E, F)**

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39 The following principles support the minimum standards governing the assignment of
40 grades and provisions for appeals (per EO 1037):

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42 A. ~~Faculty have the sole right and responsibility to provide careful evaluation and~~
43 ~~timely assignment of appropriate grades. The individual instructor of record for~~
44 ~~each class section has the sole right and responsibility to provide careful~~
45 ~~evaluation and timely assignment of appropriate grades in that section.~~

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47 B. There is a presumption that grades assigned are correct. It is the responsibility
48 of anyone appealing an assigned grade to demonstrate otherwise.

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50 C. In the absence of compelling reasons, such as instructor or clerical error,
51 prejudice or capriciousness, the grade assigned by the instructor of record is to
52 be considered final.

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54 D.

55 1. Students who believe that an appropriate grade has not been assigned
56 should first seek to resolve the matter informally with the instructor of
57 record (per Section IV).

58 2. If the matter cannot be resolved informally, the student may pursue a
59 grade appeal and present his or her case to the Student Fairness
60 Committee (according to University Policy S07-6, Student Fairness
61 Dispute Resolution), have it reviewed and, where justified, receive a grade
62 correction.

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64 E. If the instructor of record does not assign a grade, or if he or she does not
65 change an assigned grade when the necessity to do so has been established by
66 appropriate campus procedures, it is the responsibility of other qualified faculty
67 as determined by the appropriate campus entity. "Qualified faculty" means one
68 or more persons with academic training comparable to the instructor of record
69 who are presently on the faculty at that campus.

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71 F. SJSU shall maintain and implement existing policy and procedures covering the
72 assignment of grades and grade appeals that include the following provisions:

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74 1. The time and manner of reporting course grades including provisions for
75 assuring that such grades have been assigned by the instructor of record.

76 2. Circumstances under which the instructor of record may change a grade
77 once assigned, and procedures for making such changes.

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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 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.
 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.