

ACADEMIC COUNCIL POLICY RECOMMENDATION #S73-16

The Academic Council passed the following policy (friendly amended) as presented by Dr. R. Spicher, Chairman, Instruction and Research Committee.

CHANGE OF GRADE

RESOLVED: The University recognizes the long-standing prerogatives of faculty to set standards of performance and to apply these to individual students. The University is anxious to correct injustices to students, but, at the same time, feels that the instructor's judgment at the time he makes out the original grade is better than a later reconsideration of an individual case.

RESOLVED: The following regulations apply to Change of Grade:

1. A change of grade may be made only in the case of a declared clerical or other administrative error except as indicated below. It may not be made as a rejudgment or an afterthought. The definition of a clerical error is an error made by the instructor or by an assistant in calculating or recording the grade.
2. The Academic Fairness Committee serves any student who wishes to seek redress for alleged injustice occurring in his academic relation to any instructor. An official petition form can be secured from the faculty chairman of the Academic Fairness Committee.
3. An appeal for a change of grade must be initiated by the student involved and must first be directed to the instructor. A form for Change of Grade will be supplied by the department office of the instructor involved in the appeal.
4. The form must be signed by the instructor and approved by the Department Chairman before it can be accepted by the Registrar's Office.
5. An appeal for a change of grade must be initiated not later than 30 days from the beginning of the fall or spring semester that follows the posting of the original grade to the student's record.

6. A letter grade may be changed to any other letter grade or to "Incomplete" if the student qualifies. Changes (except for those required by clerical error) shall not be made to "W," "AU," or to non-traditional grades "CR" or "NC."
7. Non-traditional grades "CR" and "NC" may be changed to an appropriate non-traditional symbol or to "Incomplete," if the student qualifies. Changes shall not be made to "W," "AU," or to letter grades.
8. Audit (AU) symbols may not be changed to any other grade except "W."

ACTION BY UNIVERSITY PRESIDENT:

Approved

May 15, 1973

John W. Dunge

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PRESIDENT
Cal State U. San Jose

Copies Sent To:

*AVP
All Deans
All Department Chairmen*