

Report on Grade Appeal Processes at other UC campuses
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UC Berkeley

Extracted from the UC Berkeley General Catalog:

Grade Appeal Process

If you have a grievance about grades, you may appeal. You have grounds for appeal if you feel that considerations of race, politics, religion, sex, or sexual harassment affected your grades, or that your work was evaluated by other criteria that do not directly reflect your performance of the course requirements. The following formal procedure may not be activated unless you, the instructor in charge, an ombudsperson (or any mutually accepted third party), and the department chair have failed to resolve the dispute informally. The procedure, once initiated, is to be completed at the unit level within 20 days and at the Senate level within 40 days if both parties are in residence and the University is in regular session. The formal process must be initiated within two semesters of the alleged offense.

*Grade grievance procedures are under review and subject to change. For current information, please check with the department with which you would like to appeal your grade.

Appeal of Grades in Courses and Examinations

Each department or other instructional unit, or group of units teaching similar disciplines, must establish a standing Grievance Committee chair. For each case this chair will appoint an ad hoc Grievance Committee composed of three faculty members, only two of whom may be from the same unit, and two students in good standing appointed by the student association(s) of the unit(s). If no student association exists, the students are to be appointed by the ASUC or the Graduate Assembly. (The student members must have passed courses or an examination in the unit(s) at least at the level of the disputed course or examination and have been in residence for at least one year.) If you are dissatisfied with the outcome of the informal discussion, you may submit the case in writing to the Grievance Committee, which will obtain a written response from the instructor and will provide all parties the opportunity to present additional information orally or in writing. The Grievance Committee's recommendation to the Committee on Courses, including minority view, if any, must be given in writing.

If the Committee on Courses finds in your favor, it may change a failing grade to a P or S, drop a course retroactively, retain the course but eliminate the grade from the GPA, or adopt the letter grade, if any, that was recommended by four of the five members of the Grievance Committee of the unit(s)

Extracted from the UC Berkeley Academic Senate Manual:

A207. GRADE APPEALS

A. Appeal Process

- This Regulation covers grievances by students originating in units of instruction and concerning grades.
- Grounds for grievance are application of non-academic criteria, such as considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements; sexual harassment; or improper academic procedures that unfairly affect a student's grade.
- If a grievance is resolved between a student and an instructor and the resolution requires a grade change, the Chair of the Department (or equivalent unit) in which the course was taught shall refer the case expeditiously to the Committee on Courses of Instruction. After reviewing the case, the Committee on Courses of Instruction may instruct the Office of the Registrar to make the required change in the student's record. (Am. 4.88)
- The following formal procedure may not be activated unless student, instructor in charge, Ombudsperson (or any mutually accepted third party), and the Department Chair have failed to resolve the dispute informally. (EC.00)
- The procedure is to be completed as expeditiously as possible:
 - at the unit level with twenty days;
 - at the Senate level within forty days;

if both parties are in residence and the University is in regular session (excludes Summer Session). (EC. 4.86)

- The formal process must be initiated within two semesters of the alleged offense. (Rev. 3.83)

B. Appeal of Grades in Courses and Examinations

- Each department or other instructional unit, or groups of units teaching similar disciplines, shall establish a standing Grievance Committee Chair.
- For each case this Chair will appoint an ad hoc Grievance Committee composed of three faculty members, only two of whom can be from the same unit; and two students in good standing appointed by the student association(s) of the unit(s). When no such association exists, students shall be appointed by the ASUC or the Graduate Assembly. (Student members must have passed courses or an examination in the unit(s) at

least at the level of the disputed course or examination, and have been in residence for at least one year.)

- A student dissatisfied with the outcome of the informal discussion and petitioning for a change of grade may submit the case, in writing, to the Grievance Committee, which will obtain a written response from the instructor and will provide the parties the opportunity to present additional information orally or in writing. (Am. 4.84)
- The Grievance Committee's recommendation to the Committee on Courses of Instruction, including minority view, if any, must be given in writing.
- If the Committee on Courses of Instruction finds for the student, it may:
 - change a failing grade to a P or S;
 - drop a course retroactively;
 - retain the course but eliminate the grade from GPA;
 - adopt the letter grade, if any, that was recommended by four of the five members of the unit's Grievance Committee.

UC Davis

Extracted from the UC Davis General Catalog:

Retroactive Grade Changes

All grades except I and IP are final when filed by an instructor at the end of the quarter. No final grade except I may be revised by examination or the submission of additional work after the close of the quarter. If a clerical or procedural error in the reporting of a grade by the instructor can be documented, you may request a change of grade with a petition available from department offices. The request must be made by the fifth week of the following quarter. Grade changes for "clerical" errors (such as incorrect addition of points), upon documentation, are automatically granted. Requests to interchange P, NP, S, or U grades with normal letter grades based upon student need (such as to allow graduation or to meet entrance requirements for professional school) do not involve clerical or procedural errors and are automatically denied. Thus, students should exercise the Passed/Not Passed or Satisfactory/Unsatisfactory grading options with caution. Students are reminded of their responsibility to be aware of the procedures and regulations contained in this catalog and the *Class Schedule and Registration Guide*, to verify their class schedules, and to familiarize themselves with the expectations of their instructors. No changes, except completion of an I grade as noted above, can be made to the student's record once he or she has graduated.

Extracted from the UC Davis Academic Senate Manual:

E) The student or an appropriate faculty member must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval or denial shall be governed by working guidelines that are consistent with the provisions of Davis Division Regulation A540.

UC Irvine

*Similar
to Berkeley*

Extracted from Chapter 1, Section 2 of THE MANUAL OF THE IRVINE DIVISION OF THE ACADEMIC SENATE

A345. Grading

(C) Correction of Grades

All grades except Incomplete are final when filed by an instructor in end-of-quarter course reports. However, the correction of a clerical or procedural error may be authorized as the Division directs. (See IR A365.) No change of grade may be made on the basis of reassessment of the quality of a student's work. No term grade except Incomplete may be revised by reexamination except as provided in IR A365.

A365. Change of Grade

(A) Authorization

(1) Clerical or Procedural Error--The Registrar is authorized to change a final grade upon written request of an instructor provided a clerical or procedural error is the reason for the change.

(2) Grievance Redress--The Divisional Chair of the Academic Senate is authorized to direct the Registrar to change a final grade according to the provisions of (a) Student Academic Grievance Procedure 1.26 (see Appendix II), or (b) Irvine Regulation A365(B).

(B) Procedure

(1) Grade Revision--If the ad hoc hearing subcommittee of the Academic Grievance Panel determines in its judgment that a grade was assigned based on discrimination for reasons of race, color, religion, marital status, national origin, sex, or within the limits imposed by law or University regulations, because of age or citizenship, it shall, after examining available records and consulting with appropriate faculty members: (a) determine an appropriate new grade; or (b) allow the student to drop the course without penalty; or (c) award a grade of "Pass" or "Satisfactory."

(2) Disposition--The ad hoc hearing subcommittee of the Academic Grievance Panel shall report its decision to the Divisional Chair if a change of grade is to be made. (See Irvine Regulation A365(A)(2).)

UC Los Angeles

Extracted from the UC Los Angeles General Catalog:

Correction of Grades

All grades except DR, I, and IP are final when filed by the instructor in the end-of-term course report. Thereafter, a grade change may be made only in case of a clerical or procedural error or other unusual circumstances. No grade may be revised by reexamination or, with the exception of the I and IP grades, by completing additional work. Students who are dissatisfied with a grade should review their work with the instructor and receive an explanation of the grade assigned. All grade changes are recorded on the transcript. See the Appendix for further details and procedures for appealing grades.

Extracted from the Appendix of the UC Los Angeles General Catalog:

Grade Complaints

A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the division or school.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic, the matter should first be taken up with the instructor. If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges (see Faculty Code of Conduct earlier in the Appendix). If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

Correction of Grades

All grades, except DR, I, and IP, are final when filed by the instructor in the end-of-term course report. However, the Registrar's Office is authorized to change a final grade (1) on written request of an instructor, provided that a clerical or procedural error is the reason for the change or (2) on written request of the chair of the UCLA Academic Senate in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds. No change of grade may be made on the basis of reexamination or, with the exception of the I and IP grades, the completion of additional work. Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the department chair. Any grade change request made by an instructor who has left the University must be countersigned by the department chair. All grade changes are recorded on the transcript.

Extracted from the UCLA Academic Senate Manual:

A-313. *Correction of Grades*

All grades, except DR, I and IP are final when filed by an instructor in the end-of-term course report. However, the Registrar is authorized to change a final grade: a) upon written request of an instructor, provided that a clerical or procedural error is the reason for the change, or b) upon written request of the Chair of the Division in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds. No change of grade may be made on the basis of reexamination or, with the exception of the I and IP grades, the completion of additional work. Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the department chair. Any grade change request made by an instructor who has left the University must be countersigned by the department chair. [Variance to SR 780.]

UC Riverside

Extracted from the UC Riverside General Catalog:

Procedures for the Appeal of Grades

The Regulations of the Riverside Division of the Academic Senate state that if a student believes that nonacademic criteria have been used in determining a grade, the student shall attempt to resolve the grievance with the instructor of the course through written appeal to the instructor via the chair of the department. If the grievance is not resolved to the student's satisfaction at the departmental level, the student may file a complaint with the dean of the college or school having jurisdiction over the course or with the dean of the Graduate Division if the student is in graduate status. The complaint should be filed immediately after the alleged use of nonacademic criteria but no later than six weeks after the beginning of the subsequent quarter. Nonacademic criteria are criteria not directly reflective of class performance, such as discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin or for other arbitrary or personal reasons.

Extracted from the UC Riverside Academic Senate Regulations:

R5 Procedures for the Appeal of Grades (En 5 May 77)

R5.1 If a student believes that non-academic criteria have been used in determining his/her grade, he/she shall attempt to resolve the grievance with the instructor in the course through written appeal to the instructor via the Chairperson of the department. If the grievance is not resolved to the student's satisfaction at the departmental level, the student may file a complaint with the Dean of the college or school having jurisdiction over the course, or with the Dean of the Graduate Division, if he/she is a graduate student. If such a complaint is filed, these procedures shall be followed. In these procedures the term department shall be read to understand: department and/or program. Non-academic criteria shall be understood, in the sense of the Faculty Code of Conduct, as criteria not directly reflective of class performance, such as discrimination on political grounds, or for reasons of race, religion, sex or ethnic origin or for other arbitrary or personal reasons.

R5.1.1 In challenging a grade that a student believes to have been awarded on the basis of non-academic criteria, the student shall present to the Dean of the college or school having jurisdiction over the course, or to the Dean of the Graduate Division, in the case of graduate students, a written brief stating the nature of the grievance, including any and all documents supporting the grievance, immediately after the alleged use of nonacademic criteria, or no

later than six weeks after the beginning of the subsequent quarter. (For these procedures, Summer Session is not considered a quarter.) Upon receipt of the brief, the Dean shall, immediately, forward a copy of the brief and of all attached documents to the instructor. (Am 23 May 91)

- R5.1.2 The Dean, after having determined that all other avenues of adjudication have been exhausted, shall, without evaluating the merits of the case, submit the brief and all attached documents to the Executive Committee of the college or school, or to the Graduate Council if the complainant is a graduate student.
- R5.1.3 The Executive Committee or the Graduate Council shall review the brief to determine if there is evidence that non-academic criteria were used. If the Executive Committee or the Graduate Council decides the allegations are without substance, it shall serve written notification of its findings to the complainant and to the instructor. Within one week of receipt of such notification, the complainant or the instructor shall have the opportunity to respond to the findings. If, after such response, the Executive Committee or the Graduate Council sustains its decision, the decision is final. The Executive Committee or the Graduate Council shall, then, forward written notification of the decision to the complainant and to the instructor. The student shall have no further recourse for filing the same grievance.
- R5.1.4 If there is evidence that non-academic criteria were used, the Executive Committee or the Graduate Council may review the case to arrive at a decision, or it may appoint, within one week, an ad hoc Review Committee to review and adjudicate the case. The Review Committee shall consist of one Senate member of the department of which the instructor is a member whose knowledge of the discipline, or sub-discipline, qualifies him/her to evaluate all documents relevant to the case; one Senate member of the same department, or another department, in a related discipline or subdiscipline; and one Senate member from an unrelated department and discipline. In the event that an Officer of Instruction (Acting Assistant Professor, Adjunct Professor, Lecturer, etc.) may be the most qualified to evaluate the brief, the Executive Committee or the Graduate Council may make such an appointment to the ad hoc Review Committee. Neither Chairpersons of departments nor members of the Executive Committees or the Graduate Council are eligible for service on review committees.
- R5.1.5 The reviewing committee shall interview any individual whose testimony might facilitate resolution of the case, and shall have access to any and all documents, papers and records in the possession of the complainant, the instructor or the department, which might facilitate the resolution of the case.

The complainant and the instructor shall be interviewed. At the conclusion of the case all documents shall be returned to the source from which they were obtained.

- R5.1.6** The reviewing committee shall complete its deliberations and arrive at a decision within two weeks of receipt of the brief.
- R5.1.6.1** If the allegations of the complainant are not upheld, the Executive Committee or the Graduate Council shall so notify the complainant and the instructor in writing. Within one week of such notification, the complainant and the instructor shall have the opportunity to respond to the findings and the decision of the committee. If after such response the reviewing committee sustains its decision, the Executive Committee or the Graduate Council shall so notify the complainant and the instructor in writing. The student shall have no further recourse in filing the same grievance.
- R5.1.6.2** If the allegations of the complainant are upheld, the reviewing committee shall decide that the grade be changed from letter to letter, from letter to S, from NC to letter or to S. Alternatively, the reviewing committee may, with the approval of the complainant, decide that the grade be struck from the record of the complainant and that the grade points, if any, be deducted from the cumulative Grade Point Average.
- R5.1.6.3** The reviewing committee shall, then, serve written notification of its findings and its decision to the complainant and the instructor. Within one week of such notification, the complainant and the instructor shall have the opportunity to respond to the findings and the decision of the committee. If after such response, the reviewing committee sustains its decision, it shall so notify the instructor to provide him/her the opportunity to comply with the decision. Upon refusal of the instructor to so comply, the Executive Committee or the Graduate Council shall notify the Registrar, in writing, with copies to the complainant and the instructor, that the grade be changed.
- R5.1.7** If the case was reviewed by an ad hoc Review Committee, the Executive Committee or the Graduate Council shall review the findings and the decision of the Review Committee to assure that due process has been followed, but not to reassess the evidence.
- R5.1.8** If the findings, under Section R5.1.6, are positive, no punitive actions are implied, or may be taken, against the instructor as a consequence of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the Personnel file of the

instructor. These procedures are designed to effect a change of grade when it has been determined that non-academic criteria have been used in assigning that grade.

- R5.1.9** If the findings in Section R5.1.3 or R5.1.6 are negative, no punitive actions are implied, or may be taken, against the complainant as a consequence of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the complainant's file.
- R5.1.10** The use of non-academic criteria in assigning a grade is in violation of the Faculty Code of Conduct. Sanctions against an instructor for violation of the Faculty Code, if sought, must be through the committees of the Academic Senate (Charges and Privilege and Tenure) upon referral by the Chancellor. The instructor may, if he/she feels that his record has been impugned by false or unfounded charges, file charges against the complainant through the Office of the Vice Chancellor--Student Services.
- R5.2** If the Student Conduct Committee has found that allegations of cheating or plagiarism against a student have not been proven, and if the student believes that the instructor has notwithstanding assigned a grade based upon the non-academic criterion of prejudicial suspicion of cheating, the student has the right of appeal as defined in sections R5.1 through R5.1.10 above. (En 4 Feb 88)

UC San Diego

Extracted from the UC San Diego General Catalog:

Grade Appeals

A. 1. If a student believes that nonacademic criteria have been used in determining his or her grade in a course, he or she may follow the procedures described in this regulation.

2. *Nonacademic criteria* means criteria not directly reflective of academic performance in this course. It includes discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin.

3. Appeals to this committee [see (B)(4)] shall be considered confidential unless both the complainant and the instructor agree otherwise. They may agree to allow the student representatives to the committee to participate in the deliberations of the committee, or they may agree to open the deliberations to members of the university community.

B. 1. The student may attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter.

2. If the grievance is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the department chair or equivalent, who shall attempt to adjudicate the case with the instructor and the student within two weeks.

3. If the grievance still is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the provost of the college, the dean of Graduate Studies, or the dean of the School of Medicine, who shall attempt to adjudicate the case with the instructor, the chair, and the student within two weeks.

4. If the grievance is not resolved to the student's satisfaction by the provost or dean, the student may request consideration of the appeal by the CEP Subcommittee on Grade Appeals (hereinafter called the Committee) according to the procedures outlined below. This request must be submitted before the last day of instruction of the quarter following the quarter in which the course was taken.

C. 1. The student's request for Committee consideration should include a written brief stating the nature of the grievance, including copies of any and all documents in his or her possession supporting the grievance. The submission of the brief to the Committee places the case before it and restricts any change of the challenged grade to a change initiated by the Committee, unless the Committee determines that all other avenues of adjudication have not been exhausted.

⊛ Very
comprehensive
well written
easy to follow

2. Upon receipt of the student's request, the Committee immediately forwards a copy of it to the instructor involved and asks the instructor, the department chair or equivalent, and the provost or dean for written reports of their attempts to resolve the complaint.

3. The Committee, after having determined that all other avenues of adjudication have been exhausted, shall review the brief and the reports to determine if there is substantial evidence that nonacademic criteria were used.

a. If the Committee finds substantial evidence that nonacademic criteria were used, it shall follow the procedure in paragraph (D) below.

b. If the Committee decides the allegations are without substance, it shall serve written notification of its findings to the complainant and to the instructor within two weeks. Within ten days the complainant or the instructor may respond to the findings and any member of the Committee may appeal the Committee's findings to the full Committee on Educational Policy and Courses. If there are no responses, or if after consideration of such responses the Committee sustains its decision, the grade shall not be changed.

D. 1. If the Committee determines that there is evidence that nonacademic criteria were used, it shall interview any individual whose testimony might facilitate resolution of the case. The complainant shall make available to the Committee all of his or her work in the course which has been graded and is in his or her possession. The instructor shall make available to the Committee all records of student performance in the course and graded student work in the course which is still in his or her possession. The complainant and the instructor shall be interviewed. At the conclusion of the case each document shall be returned to the source from which it was obtained.

2. The Committee shall complete its deliberations and arrive at a decision within two weeks of its determination that evidence of the use of nonacademic criteria had been submitted. A record of the Committee's actions in the case shall be kept in the Senate Office for three years.

3. If the allegations of the complainant are not upheld by a preponderance of the evidence, the Committee shall so notify the complainant and the instructor in writing. Within one week of such notification, the complainant and the instructor shall have the opportunity to respond to the findings and the decision of the Committee. If there are no responses, or if after considering such responses the Committee sustains its decision, it shall so notify the complainant and the instructor in writing and the grade shall not be changed.

4. If the Committee determines that nonacademic criteria were significant factors in establishing the grade, it shall give the student the option of either receiving a grade of P or S in the course or retroactively dropping the course without

penalty. A grade of P or S awarded in this way shall be acceptable towards satisfaction of any degree requirement, even if a minimum letter grade in the course had been required, and shall not be counted in the number of courses a student may take on a P/NP basis. If the student elects to receive a grade of P or S, the student may also elect to have a notation entered on his or her transcript indicating that the grade was awarded by the divisional grade appeals committee.

a. The Committee shall serve written notification of its finding and its decision to the complainant and the instructor. The complainant and the instructor may respond in writing to the findings and the decision of the Committee within one week of such notification.

b. If there are no responses, or if after considering such responses the Committee sustains its decision, the grade shall be changed; the Committee shall then instruct the registrar to change the grade to P or S or, if the student elected the drop option, to retroactively drop the course from the student's record. Copies of the Committee's instruction shall be sent to the complainant and the instructor.

E. These procedures are designed solely to determine whether nonacademic criteria have been used in assigning a grade, and if so to effect a change of that grade.

1. No punitive actions may be taken against the instructor solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the personnel file of the instructor. The use of nonacademic criteria in assigning a grade is a violation of the Faculty Code of Conduct. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with San Diego Division By-Law 230(D). A complaint may be filed by the student or by others.

2. No punitive actions may be taken against the complainant solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the complainant's file. The instructor may, if he or she feels that his or her record has been impugned by false or unfounded charges, file charges against the complainant through the office of the vice chancellor for Student Affairs, the dean of Graduate Studies, or the associate dean for Student Affairs of the School of Medicine.

Extracted from the Regulations of the San Diego Division of the Academic Senate:

Grade Appeals

[En 5/23/78; Am 6/10/97]

(A) (1) If a student believes that non-academic criteria have been used in determining his/her grade in a course, he/she may follow the procedures described in this Regulation.

(2) Non-academic criteria means criteria not directly reflective of academic performance in the course. It includes discrimination on political grounds, or for reasons of race, religion, sex or ethnic origin.

(3) Appeals to this committee [see (B)(4)] shall be considered confidential. Neither any member of the subcommittee nor the Academic Senate Office shall release any information about the appeal except as specifically provided in this Regulation. [Am 6/10/97]

(B) (1) The student must attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter. [Am 6/10/97]

(2) If the grievance is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the department chair or equivalent, who shall attempt to adjudicate the case with the instructor and the student within two weeks.

(3) If the grievance still is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the provost of his/her college, the Dean of Graduate Studies, or the Dean of the School of Medicine, who shall attempt to adjudicate the case with the instructor, the chair and the student within two weeks.

(4) If the grievance is not resolved to the student's satisfaction by the provost or dean, the student may request consideration of his/her appeal by the CEP Subcommittee on Grade Appeals (hereinafter called the committee) according to the procedures outlined below. This request must be submitted before the last day of instruction of the quarter following the quarter in which the course was taken.

(C) (1) The student's request for committee consideration should include a written statement outlining the nature of the grievance, including copies of any and all documents in his/her possession supporting the grievance. The submission of the statement to the committee places the case before it and restricts any change of the challenged grade to a change initiated by the committee, unless the committee determines that all other avenues of adjudication have not been exhausted. [Am 6/10/97]

(2) Upon receipt of the student's request, the committee shall immediately forward a copy of it to the instructor, the department chair or equivalent, and the provost or dean, with a request for written reports of their attempts to resolve the complaint. [Am 6/10/97]

(3) The committee, after having determined that all other avenues of adjudication have been exhausted, shall review the complaint and the reports to determine if there is substantial evidence that non-academic criteria were used. [Am 6/10/97]

(a) If the committee finds substantial evidence that non-academic criteria were used, it shall follow the procedure in paragraph (D) below.

(b) If the committee decides the allegations are without substance, it shall serve written notification of its findings to the complainant and to the instructor within two weeks. Within ten days the complainant or the instructor may respond to the findings. If there are no responses, or if after consideration of such responses the committee sustains its decision, the grade shall not be changed. [Am 6/10/97]

(D) (1) If the committee determines that there is evidence that non-academic criteria were used, it shall interview any individual whose testimony might facilitate resolution of the case. The complainant shall make available to the committee all of his/her work in the course which has been graded and is in his/her possession. The instructor shall make available to the committee all records of student performance in the course and graded student work in the course which is still in his/her possession. At the conclusion of the case each document shall be returned to the source from which it was obtained. [Am 6/10/97]

(2) The committee shall complete its deliberations and arrive at a decision within two weeks of its determination that evidence of the use of non-academic criteria had been submitted. A record of the committee's actions in the case shall be kept in the Senate Office for three years.

(3) If the allegations of the complainant are not upheld by a preponderance of the evidence, the committee shall so notify the complainant and the instructor in writing. Within one week of such notification, the complainant and the instructor shall have the opportunity to respond to the findings and the decision of the committee. If there are no responses, or if after considering such responses the committee sustains its decision, it shall so notify the complainant and the instructor in writing and the grade shall not be changed.

(4) If the committee determines that non-academic criteria were significant factors in establishing the grade, it shall give the student the option of either receiving a grade of P or S in the course or retroactively dropping the course without penalty. A grade of P or S

awarded in this way shall be acceptable towards satisfaction of any degree requirement even if a minimum letter grade in the course had been required, and shall not be counted in the number of courses a student may take on a P/NP basis. If the student elects to receive a grade of P or S, the student may also elect to have a notation entered on his/her transcript indicating that the grade was awarded by the Divisional grade appeals committee.

(a) The committee shall serve written notification of its findings and its decision to the complainant and the instructor. The complainant and the instructor may respond in writing to the findings and the decision of the committee within one week of such notification.

(b) If there are no responses, or if after considering such responses the committee sustains its decision, the grade shall be changed; the committee shall then instruct the Registrar to change the grade to P or S or, if the student elected the drop option, to retroactively drop the course from the student's record. Copies of the committee's instruction shall be sent to the complainant and the instructor.

(E) These procedures are designed solely to determine whether non-academic criteria have been used in assigning a grade, and if so to effect a change of that grade.

(1) No punitive actions may be taken against the instructor solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the personnel file of the instructor. The use of non-academic criteria in assigning a grade is a violation of the Faculty Code of Conduct. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with San Diego Division Bylaw 230(D). A complaint may be filed by the student or by others.

(2) No punitive actions may be taken against the complainant solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the complainant's file. The instructor may, if he/she feels that his/her record has been impugned by false or unfounded charges, file charges against the complainant through the Office of the Vice Chancellor for Student Affairs, the Dean of Graduate Studies or the Associate Dean for Student Affairs of the School of Medicine.

(F) All decisions of the Committee shall be final, except as may otherwise be provided in San Diego Divisional Bylaw 205. [En 6/10/97]

UC Santa Barbara

Extracted from the UC Santa Barbara General Catalog:

Contested Grades

A student may challenge a grade on grounds that it was based on criteria not directly reflective of coursework. Full appeal procedures and review authorities are described in detail in the Appendix.

Extracted from the UC Santa Barbara General Catalog Appendix:

Contested Grades

Regulation 25

In the Santa Barbara division the term grade assigned to an individual student, or in the College of Creative Studies the number of units assigned, may be challenged by that student on the grounds that the grade (or the number of units) was based on an evaluation of the student's work by criteria that were not clearly and directly related to the student's performance in the course for which the grade was assigned.

The procedures are set forth in Appendix V of the Academic Senate manual, as follows:

Student Grade Appeal Procedures (Appendix V)

(A) If after speaking to the faculty member in charge of the course and department chair, a student wishes to contest a grade on such grounds, he/she must present a written appeal to an official designated by the Executive Committee, usually the Dean of Undergraduate Studies (or equivalent) of the appropriate school(s) or college(s) offering the undergraduate course or the graduate dean in the case of a graduate course (hereinafter, "the dean(s)"). This appeal must be submitted before the end of the term following the term in which the grade was assigned. Upon receipt of this appeal, the dean(s) shall promptly seek to resolve the issue by consulting the parties involved and the chair of the instructor's department. If the chair was the instructor involved he/she shall not participate in these deliberations in any way except as one of the parties. In such cases, the dean shall proceed to attempt to resolve the dispute independently. If the dean was the instructor involved, he/she shall not participate in these deliberations except as one of the parties. In such cases, the immediate supervisor of the dean(s) shall recommend to the Executive Committee an appropriate alternate for the dean. If the complaint is resolved, the dean(s) shall provide a letter describing the resolution to the student(s), instructor(s), and chair(s) involved.

(B) If these efforts are unavailing within 30 days following receipt of the student's initial written complaint by the dean(s), the student may within the next 15 days present a final written appeal to the Executive Committee(s) of the respective college(s) or the Graduate Council, a copy of which shall also be given to the dean(s). If a member of the Executive Committee or the Graduate Council was the instructor involved, that person shall not participate in the case in any way except as one of the parties. As soon as feasible, the dean(s) shall prepare a report for the Executive Committee or the Graduate Council providing the details of (i) the prior investigations, including information as to the allegations and the evidence produced by the student to establish the case; (ii) the instructor's response to the student's allegations; (iii) all other information the dean may have gathered in the course of the investigation that bears on the credibility of the student's complaint. Copies of the dean's report shall be sent to the instructor and the student, both of whom submit written comments to the Executive Committee/Graduate Council within 30 days of receipt of the dean's report. Having granted both parties a reasonable opportunity, the committee shall make a final determination within 60 days after receipt of the complaint. Should the dean's investigation tend to demonstrate a pattern of faculty misconduct extending beyond the particular case, the dean shall inform the Executive Committee/Graduate Council which is then responsible for assuring that appropriate corrective actions are taken including but not limited to grade changes as specified in (C) below and referral of the case to other appropriate committees and agencies.

(C) If the Executive Committee/Graduate Council decides that the grade (or units) assigned is (are) not reflective of the student's course performance, it shall authorize one of the actions stated below.

The committee/council may act only as follows:

1. authorize retroactive withdrawal from the course;
2. authorize a change of contested grade;
3. for courses offered in the College of Creative Studies, the Executive Committee shall determine the number of units to be assigned.

The committee shall report its decision to the Registrar for recording.

The Committee/Council may act only as follows:

1. authorize retroactive withdrawal from the course;
2. authorize a change of contested grade;
3. for courses offered in the College of Creative Studies, the Executive Committee shall determine the number of units to be assigned.

The Committee/Council shall report its decision to the Registrar for recording. (Am 6 March 97 Am 2 Nov 00)

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UC Santa Cruz

Extracted from the UC Santa Cruz Navigator

Formally Disputing a Grade or Evaluation

If after discussing your assessment with the instructor you are convinced that your grade or evaluation was based upon inappropriate criteria (such as personal attributes), rather than academic criteria, or that appropriate criteria were applied inappropriately, you may officially dispute the grade or evaluation and file a grievance following the procedure described below. You may only file a grievance based upon evidence that the instructor disregarded your academic performance in giving the evaluation or grade. You may not file a grievance merely because you disagree with an instructor's assessment of your work.

The procedure for undergraduate students to file a grievance for an assessment is outlined in senate regulations available on the web at senate.ucsc.edu/manual/scAppC.htm. You must initiate a grievance within one year from the date the evaluation or grade notation becomes part of your record.

First discuss your grievance with the instructor of the course (see above). If the instructor is no longer on campus, proceed to step 2.

If you cannot reach an agreement with the instructor, you should present the grievance in writing to the department, college, or division that sponsored the course. The department chair (or college provost or divisional dean) will attempt to mediate the issue between you and the instructor.

If the grievance is not resolved through mediation, you and the faculty member may voluntarily agree to binding arbitration, employing as arbiter a willing faculty member who is acceptable to both of you. Both parties agree in advance, in writing, to accept the decision of the arbiter. You should meet with your college provost to discuss this possibility and may request the provost to facilitate such an arrangement.

If the grievance is not resolved as provided for in steps 1–3, either you or the faculty member may appeal to a committee of the academic senate authorized to resolve such cases.

Extracted from the UC Santa Cruz Academic Senate Manual:

Appendix C

[DLR 1996.10A and 1996.10F] (En 23 May 78; Am 21 Feb 96; EC 31 Aug 99)

Undergraduate Student Grievance Procedure

I. A grievance may be filed if the student is persuaded that the instructor has given a grade notation or narrative evaluation based on:

A. inappropriate criteria such as race, politics, religion, age, sex, or national origin;

B. capricious or arbitrary application of appropriate criteria in a manner not reflective of student performance in relation to course requirements

II. A grievance procedure must be initiated within one year from the date the evaluation becomes part of the student's academic record in the Registrar's Office.

III. Procedure for resolving a grievance should follow these steps:

A. A student who has a grievance concerning a written evaluation or grade notation should first approach the instructor who provided that evaluation to see if the difficulty surrounding it can be resolved at that level.

B. If the student is unable to obtain redress directly from the instructor, the student should present this matter in writing to the academic sponsoring body. The chair or executive officer will attempt to mediate the issue between the instructor and the student.

C. If the grievance cannot be resolved through mediation and both parties wish, the student and the faculty member may agree to voluntary binding arbitration, employing as arbiter a willing faculty member who is acceptable to both parties. Both parties agree in advance, in writing, to accept the decision of the arbiter. The student should meet with his or her College Provost to discuss this possibility,

and may request the Provost to facilitate such an arrangement. (En 21 Feb 96)

D. If the grievance is not resolved as provided for in A through C, the student or faculty member may appeal to the Narrative Evaluations Student Grievance Hearing Committee. (Am 21 Feb 96; CC 20 May 81)

E. The Narrative Evaluations Student Grievance Hearing Committee will review the grievance, and if it finds probable cause, hold a hearing at which the student and instructor can present evidence, and an acceptable resolution should be made. If no resolution can be reached, the Hearing Committee will vote on a decision and report to the [Chair of] the Committee on Educational Policy. The Hearing Committee's vote is final. A faculty member who disagrees with the Hearing Committee's decision may have, at his or her request, his or her name removed from the official version of the narrative evaluation. (Am 21 Feb 96; CC 20 May 81)