

Executive Order No. 792: Assignment of Grades and Grade Appeals

The following principles support the minimum standards governing the assignment of grades and provisions for appeals:

1. Faculty members have the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades. (Administrative grading symbols may be assigned only in accordance with the provisions of this executive order.)
2. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
3. In the absence of compelling reasons, such as instructor or clerical error, prejudice or capriciousness, the grade assigned by the instructor of record is to be considered final.
4. Students who believe that an appropriate grade has not been assigned should first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student may present his/her case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.
5. If the instructor of record does not assign a grade, or if he/she does not change an assigned grade when the necessity to do so has been established by appropriate campus procedures, it is the responsibility of other qualified faculty to do so.
6. Qualified faculty means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at that campus.
7. Each campus faculty senate has authority and responsibility for providing policy and procedures for the proper implementation of the foregoing principles.
8. Each campus president is responsible for ensuring that the policies and procedures developed by the faculty senate are in conformance with the principles and provisions of this executive order and for ensuring that such established policies and procedures are carried out.

Each campus shall implement policy and procedures covering the assignment of grades and grade appeals which include at *least* the following provisions:

1. The time and manner of reporting course grades including provisions for assuring that such grades have been assigned by the instructor of record.
2. Circumstances under which the instructor 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 which 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 which clearly limit grade changes to instances where there is a finding that the grade was improperly assigned.
9. Limitation of committee authority to actions which 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 campus president and campus faculty senate on the number and disposition of cases heard.

These policies and related procedures shall be published in a manner that ensures that all faculty and students have an opportunity to be aware of them (in class schedules, faculty manuals, student handbooks, etc.) While it is not necessary that policy and procedures be published in their entirety in generally circulated documents, such publications shall ensure that the students are aware that policy and procedures exist and where they may be obtained.

For a full view of Executive Order 792, please access the following link: