

**COMMITTEE ON EDUCATIONAL POLICY  
AND THE ACADEMIC ASSESSMENT GRIEVANCE COMMITTEE**  
Amendment to Appendix C: Undergraduate Academic Assessment Grievance Procedure

To the Academic Senate, Santa Cruz Division:

In conjunction with the Academic Assessment Grievance Committee (AAGC), the Committee on Educational Policy (CEP) is proposing an amendment to Appendix C regarding the AAGC procedure. In particular, we suggest a change in the deadline for filing an appeal to allow for a more timely resolution.

We believe that six months is sufficient time for a student to take the preliminary steps necessary before filing an appeal associated with summer, fall, and winter quarter courses, and nine months for spring quarter courses. These include contacting the instructor (step A) and then contacting the sponsoring department chair or college provost (step B). Resolving grievances in a more timely manner strikes us as in the best interests of all involved. Both the student and the faculty are more likely to have relevant records and recall more details about the course. Also, the outcome of the appeal may affect the student's academic planning.

**Current wording**

**Proposed wording**

<b>Appendix C Undergraduate Academic Assessment Grievance Procedure</b>	<b>Appendix C</b>
<p>I. A grievance may be filed if the student believes that the instructor has given a course grade or 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 or evaluation was assigned, as by the use of:</p> <p style="padding-left: 40px;">A. Non-academic criteria such as ethnicity, political views, religion, age, sex, financial status, or national origin;</p> <p style="padding-left: 40px;">B. Capricious or arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements.</p> <p>II. A grievance must be initiated within the time limits specified in Part III of this Regulation.</p>	<p>I. Unchanged.</p> <p style="padding-left: 40px;">A. Unchanged.</p> <p style="padding-left: 40px;">B. Unchanged</p> <p>II. Unchanged</p>

<p>III. Resolution of a grievance should follow these steps in this sequence:</p> <p>A. A student who has a grievance concerning an evaluation or grade should first approach the instructor to see if the issue can be resolved. The initial contact must take place within one regular academic quarter from the issuance of the grade or evaluation.</p> <p>B. If the matter is not resolved, the student should submit the grievance and documentation in writing to the executive officer of the academic sponsoring unit (department chair or college provost). The executive should attempt to facilitate a consensual resolution of the grievance between the student and the instructor.</p> <p>C. If the grievance is not resolved by steps A and B, the student may appeal to the Academic Assessment Grievance Committee. A formal appeal must be filed within one calendar year of the date on which the disputed grade or evaluation was made part of the student's permanent record by the Registrar.</p> <p>D. The Academic Assessment Grievance Committee will review the grievance and consult with the appropriate chair(s). If the Committee finds there is substantial evidence that the grievance has merit, it will hold a hearing at which the student and instructor can present evidence.</p>	<p>III. Unchanged.</p> <p>A. Unchanged.</p> <p>B. Unchanged.</p> <p>C. If the grievance is not resolved by steps A and B, the student may appeal to the Academic Assessment Grievance Committee. A formal appeal must be filed within <del>one calendar year</del> <b><u>six months for summer, fall, and winter quarter courses or nine months for spring quarter courses</u></b> of the date on which the disputed grade or evaluation was made part of the student's permanent record by the Registrar.</p> <p>D. Unchanged.</p>
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<p>No punitive action may be taken against the complainant 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.</p>	<p>Unchanged</p>
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Respectfully submitted;

COMMITTEE ON EDUCATIONAL POLICY

Linda Burman-Hall

David Helmbold

Pamela Hunt-Carter, *ex officio*

Loisa Nygaard

Donald Potts

Eileen Zurbriggen

Jaye Padgett, Chair

Holly Gritsch de Cordova, NSTF Representative

Matthew Palm, Student Representative (SUA)

Ravi Rajan, Provost Representative

Shawn Riley, Student Representative (SUA)

ACADEMIC ASSESSMENT GRIEVANCE COMMITTEE

Jorge Hankamer

Pradip Mascharak

Campbell Leaper, Chair

Patty Yu, Student Representative (SUA)

February 13, 2009