CalPolyPomona | 3801 West Temple Avenue, Pomona, CA 91768 I 909.869.2290

Office of the President

Memorandum

DATE: December 18, 2019

TO: Phyllis Nelson
Chair, Academic Senate

FROM: Soraya M. Coley, Ph.D.
President

SUBJECT: Response to Senate Report AS-2804-AA, Grade Appeal Policy – Policy 1605

I support the recommendation of the Academic Senate's *revised* **AS-2804-189-AA, Grade Appeal Policy.** I support and request the modifications as attached.

I thank the Academic Senate for the work devoted to revising the policy.

Copy: Terri Gomez
Deans
Associate Deans
Department Chairs
Sep Eskandari

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Office of the Provost and VP for Academic Affairs

Memorandum

DATE: December 18, 2019

TO: Soraya Coley
President

VIA: Sylvia Alva
Provost and Vice President for Academic Affairs

FROM: S. Terri Gomez
AVP Student Success

SUBJECT: Response to Senate Report AS-2804-189-AA Grade Appeal Policy

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I thank the Academic Senate for their efforts on the referral concerning the campus grade appeals policy. The intent behind the referral was to safeguard a student's ability to graduate in a timely manner or alternatively, to ensure petitioning students were able to enroll in sequence courses while their appeal is under review.

The attached revised policy, Policy 1605, will set in motion an overall sequence of procedures that will allow the Grade Appeal Committee to complete their review of submitted appeals before grades post. This allows sufficient time to request additional information in the event further investigation is necessary.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

POLICY NO: 1605

POLICY ON GRADE APPEALS

Under the provisions of Executive Order 1037, "Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals" and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair.

The Executive Order governs the assignment of grades by faculty and requires an appeal procedure to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student.

The following policy has been adopted by Cal Poly Pomona to provide the mechanism to deal with such unusual occurrences:

- Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student, who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the grade, or that a reasonable accommodation for a documented disability was requested and not appropriately provided; otherwise, the judgment of the instructor is final.

- A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

Step 1a: The student should contact faculty/instructor in writing **within the first five weeks** of the semester following the assignment of the grade. Note: If the grade is assigned in the spring semester, the student should follow these procedures in the following fall semester. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student. [1]

If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Grade Change Request via the online grading system.

[1] The grade appeal process is suspended during the summer term when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring semester, "the following semester" will be the following fall semester. For appeals of summer term grades, the following semester is the following fall semester. For appeals when the faculty member is either on leave or on sabbatical "the following semester" is the semester the faculty member returns to CPP.

AS-2806-189-AA Supersedes: AS-2704-167-AA
Adopted by Academic Senate: 2018-11-07
Approved by President Soraya M. Coley: 2019-12-20

Step 1b: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but **no later than the fifth week** of the following semester. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

Step 2: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal with supporting documentation no later than Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success.

Step 3: The Chair of the University Course Grade Appeal Committee will forward the student's statement to the instructor. The instructor will submit a written response within 2 weeks in writing. The student's statement and the instructor's response will then be reviewed by the Grade Appeal committee, normally within two weeks of receipt of the instructor's response.

- The Committee will take one of the following actions:

  a. Request additional information from the student and/or the instructor.

  b. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor's reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade.

  c. Recommend to the instructor that the grade be maintained as given.

  d. Call for a formal hearing.

Step 4: When the Committee has made its recommendation, the student will be notified of it in writing, and be given a copy of the instructor's written response to the student's statement. This grade appeal procedure may take six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

Additional information on preparing a written grade appeal is available from the Office of Student Success.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1605* GRADE APPEALS POLICY AND PROCEDURE

Under the provisions of Executive Order 1037, "Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals" and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair.

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- Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student, who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the grade, or that a reasonable accommodation for a documented disability was requested and not appropriately provided; otherwise, the judgment of the instructor is final.

- A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

Step 1a: The student should ~~communicate in writing~~speak face-to-face with the instructor during the first five weeks of the semester following the assignment of the grade. Note: If the grade is assigned in the spring semester, the student should follow these procedures in the following fall semester. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student.[1] [2]

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If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Grade Change Request via the online grading system.

Step 1b2: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the fifth~~seventh~~ week of the following semester. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the

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[1] ~~Revised AY 2016-2017~~

[2] The grade appeal process is suspended during the summer term when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring semester, "the following semester" will be the following fall semester. For appeals of summer term grades, the following semester is the following fall semester. For appeals when the faculty member is either on leave or on sabbatical "the following semester" is the semester the faculty member returns to CPP.

AS-2806-189-AA Supersedes: AS-2704-167-AA
Adopted by Academic Senate: 2018-11-07
Approved by President Soraya M. Coley: 2019-02-13

student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

Step 23: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal with supporting documentation no later than Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success.

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Step 34: The Chair of the University Course Grade Appeal Committee will forward the student's statement to the instructor. The instructor will submit a written response within 2 weeks in writing. The student's statement and the instructor's response will then be reviewed by the Grade Appeal committee, normally within two weeks of receipt of the instructor's response.

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- The Committee will take one of the following actions:

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a. Request additional information from the student and/or the instructor.

b. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor's reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade.

c. Recommend to the instructor that the grade be maintained as given.

d. Call for a formal hearing.

Step 45: When the Committee has made its recommendation, the student will be notified of it in writing, and be given a copy of the instructor's written response to the student's statement. This grade appeal procedure may take six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

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Additional information on preparing a written grade appeal is available from the Office of Student Success.

GRADE APPEAL TIMELINE

WEEK	SEMESTER 1	SEMESTER 2	
-		Appeal Timeline	Campus Deadlines
1	-	Step 1: Student communicates in writing with instructor within the first 5 weeks.	
2	-		-
3	-		-
4			
5			
6	-	Step 2: If grading issue is not resolved, appeal to Chair (or Dean), no later than the 7th week of the semester.	-
7	-		-
8	-	Step 3: Student may submit a written statement within 10 working days to the Grade Appeals Committee. The formal grade appeal should be submitted *no later than the Friday of the 7th week of the semester term.*	-
9	-		-
10	-	Step 4: Grade Appeal Committee requests response from course instructor (2 weeks to respond)	-
11	-		-
12	-	Committee Process: Appeal review scheduled within 2 weeks of Instructor's response, subject to availability of committee members. Members include faculty and student representatives. Appeals are not reviewed during the Summer term.	-
13	-		-
14	-	Committee meeting held. Grade Appeal Process Recommendation Occurs	-
15	-		-
16	Finals		-
17	Grades Posted		-

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CalPolyPomona | 3801 West Temple Avenue, Pomona, CA 91768 I 909.869.2290

Office of the Student Affairs

Memorandum

DATE: June 19, 2019

TO: Academic Senate Executive Committee

FROM: S. Terri Gomez
AVP, Student Success

SUBJECT: AS-2804-189-AA, Grade Appeal Policy correction

I thank the Academic Senate for their efforts on the referral concerning the campus grade appeals policy. The guiding intent behind the referral was to safeguard a student's ability to graduate in a timely manner or alternatively, to ensure petitioning students were able to enroll in sequence courses while their appeal is under review. The approved revised semester timeline established the first three weeks of the term for the student to appeal their grade to their Instructor. This requirement would set in motion an overall sequence of procedures that will allow the Grade Appeal Committee to complete their review of submitted appeals before grades post. This will allow sufficient time to request additional information in the event further investigation is necessary.

The grade appeal policy adopted by the Senate on November 7, 2018, contains areas that require correction.

The approved Senate language should read in Step 1:

> Step 1a: The student should speak face-to-face with the instructor during the first five weeks of the semester following the assignment of the grade.

Additionally, we are requesting to change the reference to "Step 2" so that it states "Step 1b" in the policy. These changes will hold the student to the first 5 weeks of the semester to resolve the grade issue, as adopted by the Academic Senate in the 11/7/2018 session.

We ask to have "Step 3" in the policy changed to "Step 2" so that the appeal timeline is clear, and number the subsequent steps accordingly.

The language in step 2 should read as follows:

> If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal with supporting documentation no later than the Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success.

Furthermore, because the timeline matrix was submitted as an example, it should be removed in order to simplify the process and avoid confusion.

This response supersedes the policy changes made in AS-2704-167-AA. These corrections are reflected in the revised grade appeal policy, number 1605 (AS-2804-189-AA) approved by the Senate on November 7, 2018 (see attached policy 1605 with track changes).

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1605* GRADE APPEALS POLICY AND PROCEDURE

Under the provisions of Executive Order 1037, "Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals" and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair.

The Executive Order governs the assignment of grades by faculty and requires an appeal procedure to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student.

The following policy has been adopted by Cal Poly Pomona to provide the mechanism to deal with such unusual occurrences:

- Course grades assigned by instructors are presumed to be correct. It is the responsibi student, who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the grade, or that a reasonable accommodation f documented disability was requested and not appropriately provided; otherwise, the of the instructor is final.

- A student who believes that a course grade has been assigned inappropriately must f proper steps in the appeal process, observing the time limits for completion of variou the process as follows:

The language adopted by the Academic Senate was "The student should communicate in writing with the instructor during the first five weeks...(this language was in the timeline and the policy language in the report was NOT updated to match)

Step 1a: The student should speak face-to-face with the instructor during the first five weeks of the semester following the assignment of the grade. Note: If the grade is assigned in the spring semester, the student should follow these procedures in the following fall semester. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student.[1] [2]

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If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Grade Change Request via the online grading system.

Adopted timeline stated 7th week

Step 1b: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the fifth week of the following semester. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student

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[1] Revised AY 2016-2017

[2] The grade appeal process is suspended during the summer term when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring semester, "the following semester" will be the following fall semester. For appeals of summer term grades, the following semester is the following fall semester. For appeals when the faculty member is either on leave or on sabbatical "the following semester" is the semester the faculty member returns to CPP.

AS-2806-189-AA Supersedes: AS-2704-167-AA
Adopted by Academic Senate: 2018-11-07
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should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will di the issue with the instructor and respond to the student, usually within two weeks.

New language - not in adopted report

Step 2: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal with supporting documentation no later than Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success.

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Step 3: The Chair of the University Course Grade Appeal Committee will forward the student's statement to the instructor. The instructor will submit a written response within 2 weeks in writing. The student's statement and the instructor's response will then be reviewed by the Grade Appeal committee, normally within two weeks of receipt of the instructor's response.

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- The Committee will take one of the following actions:

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a. Request additional information from the student and/or the instructor.

b. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor's reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade.

c. Recommend to the instructor that the grade be maintained as given.

d. Call for a formal hearing.

Step 4: When the Committee has made its recommendation, the student will be notified of it in writing, and be given a copy of the instructor's written response to the student's statement. This grade appeal procedure may take six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

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Additional information on preparing a written grade appeal is available from the Office of Student Success.

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GRADE APPEAL TIMELINE ... [1]

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Valerie Otto

From:	Valerie Otto
Sent:	Wednesday, February 6, 2019 9:38 AM
To:	Diane R Gonzalez
Subject:	Grade Appeal Policy 1605
Attachments:	Grade_Appeal_Policy_Wording_and_Timeline.docx

This is a good one...

I have attached what is the correct timeline with the correct wording from what was adopted at the Academic Senate Meeting on November 7, 2018. The original policy wording in the report **did NOT** correspond to the timeline. Here is the discussion from the minutes:

> The current Grade Appeal Policy did not have clear timelines. The only difference between the first reading and the second reading is that the initial time for the student to contact the instructor has been extended to five (5) weeks and that communication should be in writing.
>
> There was some concern that the following language in step 3 of the process "the formal grade appeal should be submitted *during the 6th week, but no later than the Friday of the 7th week of the semester term*" is confusing and maybe should be reworded. Dr. Gomez, Associate Vice President for Student Success, responded that the language could easily be changed. She stated that the original timeline was late in the term that faculty would be meeting on break to consider the appeals.
>
> M/s to change the sentence to as follows "the formal grade appeal should be submitted ~~*during the 6th week, but*~~ *no later than the Friday of the 7th week of the semester term".*

So according to Chair Shen here is what needs to happen:

- The response needs to contain both the language and the timeline, stating that the policy language has been updated to reflect the policy.
- Dr. Gomez's following response "If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal no later than the 6th semester week but no later than the Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success." Is correct. That was mistakenly left out of the originally report submitted but has been included in the attached file.
- The response should state that this supersedes the policy changes made in AS-2704-167-AA – Policies to be translated...
- Any date changes to the timeline are considered modifications from the adopted Academic Senate Report and will come back to the Executive Committee for review, examples of modifications from the draft response are:
  - Step 1 – Student speaks to instructor within the first 3 weeks (approved timeline has 5 weeks)
  - Step 2 – If grading issue is not resolved, appeal to the Chair (or Dean), no later than the 5th week of the semester (approved timeline has 7th week)
- Response should not contain dates or terms, it should be generic and these items would be filled in when the timeline is in use

I don't know if this clarifies anything or makes it more difficult, but I hope it helps.

Please do not hesitate to contact me if you have any questions,

Val Otto

Administrative Analyst

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1605* GRADE APPEALS POLICY AND PROCEDURE

Under the provisions of Executive Order 1037, "Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals" and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair.

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- A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

  Step 1: The student should ~~speak face-to-face~~communicate in writing with the instructor during the first ~~three~~ five weeks of the semester following the assignment of the grade. ~~If a face-to-face appointment cannot be arranged, the student should attempt to communicate with the instructor by phone, e-mail or fax during the same time period.~~ Note: If the grade is assigned in the spring semester, the student should follow these procedures in the following fall semester. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student.[1] [2]

  If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Grade Change Request via the online grading system.

  Step 2: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the

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[1] Revised AY 2016-2017

[2] The grade appeal process is suspended during the summer term when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring semester, "the following semester" will be the following fall semester. For appeals of summer term grades, the following semester is the following fall semester. For appeals when the faculty member is either on leave or on sabbatical "the following semester" is the semester the faculty member returns to CPP.

~~fifth~~ seventh week of the following semester. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

Step 3: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal ~~no later than the 6th semester week but no later than the~~ no later than Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success.

Commented [VO1]: This was a change made per the minutes of the November 7, 2018 Academic Senate Meeting, but does not line up with the adopted timeline which states that the student has until week 7 to appeal to the department chair.

Step 4: The Chair of the University Course Grade Appeal Committee will forward the student's statement to the instructor. The instructor will submit a written response within 2 ~~weeks in~~weeks in writing. The student's statement and the instructor's response will then be reviewed by the Grade Appeal committee, normally within two weeks of receipt of the instructor's response.

The Committee will take one of the following actions:

a. Request additional information from the student and/or the instructor.

b. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor's reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade.

c. Recommend to the instructor that the grade be maintained as given.

d. Call for a formal hearing.

Step 5: When the Committee has made its recommendation, the student will be notified of it in writing, and be given a copy of the instructor's written response to the student's statement. This grade appeal procedure may take six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

Additional information on preparing a written grade appeal is available from the Office of Student Success.

GRADE APPEAL TIMELINE

WEEK	SEMESTER 1	SEMESTER 2	
		Appeal Timeline	Campus Deadlines
1		**Step 1:** Student communicates in writing with instructor within the first 5 weeks.	
2			
3			
4			
5			
6		**Step 2:** If grading issue is not resolved, appeal to Chair (or Dean), no later than the 7th week of the semester.	
7			
8		**Step 3:** Student may submit a written statement within 10 working days to the Grade Appeals Committee. The formal grade appeal should be submitted ~~*during the 8th week, but*~~ *no later than the Friday of the* ~~*9th*~~ *7th week of the semester term*.	
9			
10		**Step 4:** Grade Appeal Committee requests response from course instructor (2 weeks to respond)	
11			
12		**Committee Process:** Appeal review scheduled within 2 weeks of Instructor's response, subject to availability of committee members. Members include faculty and student representatives. Appeals are not reviewed during the Summer term.	
13			
14		Committee meeting held. Grade Appeal Process Recommendation Occurs	
15			
16	Finals		
17	Grades Posted		

Commented [VO2]: Change was made during 11/7/18 Academic Senate Meeting

Diane R Gonzalez

From: Yvonne Estrada-Perez
Sent: Wednesday, December 18, 2019 5:00 PM
To: Diane R Gonzalez
Cc: S. Terri Gomez
Subject: FW: Grade Appeal Notes

Importance: High

Hello Diane,

Listed (and chained) below are the notes from Dr. Nelson (by way of Cecilia) for changes in the grade appeal policy.

Grade appeal - President's response

- student contact faculty in writing within the 5 weeks
- Step 2: add supported documentation
- Separate 1 - clarify that the timeline within the 5th week
- Request timeline to reflect language in policy in step 1B

Sincerely,

Yvonne Estrada-Perez
Student Success Analyst
Pronouns: She/her/hers
Office of Student Success
T 909-869-3851

◈ One Team ◈ One Goal ◈ Student Success ◈

From: S. Terri Gomez <stgomez@cpp.edu>
Sent: Tuesday, December 3, 2019 12:49 PM
To: Yvonne Estrada-Perez <estradaperez@cpp.edu>
Cc: Diane R Gonzalez <dianeg@cpp.edu>
Subject: FW: Grade Appeal Notes
Importance: High

Let's discuss ASAP. Phyllis needs immediate corrections to the policy which we can do through President response. I want you to draft and send back to Phyllis for review.

S. Terri Gomez, PhD
Associate Vice President, Student Success
Office of Student Success | Division of Academic Affairs

Cal Poly Pomona
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T (909) 869-2895 |stgomez@cpp.edu
www.cpp.edu/studentsuccess

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From: Cecilia Santiago-Gonzalez <csantiago@cpp.edu>
Date: Tuesday, October 1, 2019 at 4:33 PM
To: Terri Gomez <stgomez@cpp.edu>
Subject: Grade Appeal Notes

Grade appeal - President's response

- student contact faculty in writing within the 5 weeks
- Step 2: add supported documentation
- Separate 1 - clarify that the timeline within the 5th week
- Request timeline to reflect language in policy in step 1B

Dr. Cecilia Santiago-Gonzalez
Director, Strategic Initiatives for Student Success

Sent from my iPad. Please excuse the brevity and any typos.

Diane R Gonzalez

From: Yvonne Estrada-Perez
Sent: Wednesday, December 18, 2019 4:44 PM
To: S. Terri Gomez; Diane R Gonzalez
Subject: FW: Updates for AS-2804-189-AA
Attachments: Draft Memo re Grade Appeal Policy (Dr. Gomez to President)

Hello Terri,

Per your request, attached is the email where I provided a draft memo from you to the President (Diane approved the content of this draft).
On this same email, I indicated that Dr. Nelson had approved the 2 line draft content in person.

Sincerely,

Yvonne Estrada-Perez
Student Success Analyst
Pronouns: She/her/hers
Office of Student Success
T 909-869-3851

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From: Yvonne Estrada-Perez
Sent: Wednesday, December 18, 2019 1:53 PM
To: S. Terri Gomez <stgomez@cpp.edu>; Diane R Gonzalez <dianeg@cpp.edu>
Subject: RE: Updates for AS-2804-189-AA

Hello Terri,

I've attached the email with the GA draft memo for your reference.

Sincerely,

Yvonne Estrada-Perez
Student Success Analyst
Pronouns: She/her/hers
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From: S. Terri Gomez <stgomez@cpp.edu>
Sent: Wednesday, December 18, 2019 1:50 PM
To: Diane R Gonzalez <dianeg@cpp.edu>
Cc: Yvonne Estrada-Perez <estradaperez@cpp.edu>
Subject: Re: Updates for AS-2804-189-AA

Yvonne – didn't we do this already???

S. Terri Gomez, PhD
Associate Vice President, Student Success
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From: Diane R Gonzalez <dianeg@cpp.edu>
Date: Wednesday, December 18, 2019 at 1:47 PM
To: Terri Gomez <stgomez@cpp.edu>
Cc: Yvonne Estrada-Perez <estradaperez@cpp.edu>
Subject: RE: Updates for AS-2804-189-AA

Dear Terri,

Do you have the response for AS-2804-189-AA Request to Modify the Grad Appeals Policy 1605? I am trying to get all the outstanding Academic Senate reports completed before the end of the year.

Thank you

Diane R. Gonzalez,
Executive Assistant to the
Provost & VP Academic Affairs, and
Staff Senator, Academic Senate

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From: S. Terri Gomez <stgomez@cpp.edu>
Sent: Tuesday, December 3, 2019 12:46 PM
To: Diane R Gonzalez <dianeg@cpp.edu>; Keith M Forward <kmforward@cpp.edu>
Cc: Yvonne Estrada-Perez <estradaperez@cpp.edu>; Sepehr Eskandari <seskandari@cpp.edu>
Subject: Re: Updates for AS-2804-189-AA and AS-2830-189-AA

Pulling in Erin as she has been communicating with Phyllis about the Academic Standing document. I need to make the edits suggested by Phyllis.

T

S. Terri Gomez, PhD
Associate Vice President, Student Success
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From: Diane R Gonzalez <dianeg@cpp.edu>
Date: Tuesday, December 3, 2019 at 12:43 PM
To: Keith M Forward <kmforward@cpp.edu>, Terri Gomez <stgomez@cpp.edu>
Cc: Yvonne Estrada-Perez <estradaperez@cpp.edu>, Sepehr Eskandari <seskandari@cpp.edu>
Subject: FW: Updates for AS-2804-189-AA and AS-2830-189-AA

Dear Keith and Terri,

The last information on the two Academic Senate documents, Grade Appeal Policy Memo and the Academic Standing Policy 1430 & 1431, is the email from Casandra below.

Diane R. Gonzalez,
Executive Assistant to the
Provost & VP Academic Affairs, and

Staff Senator, Academic Senate

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From: Casandra L. Horner <clhorner@cpp.edu>
Sent: Monday, September 23, 2019 3:49 PM
To: Diane R Gonzalez <dianeg@cpp.edu>
Subject: Updates for AS-2804-189-AA and AS-2830-189-AA

Hi Diane,

AS-2804-189-AA Grade Appeal Policy Memo

The Executive Committee discussed AS-2804-189-AA on August 28, 2019. Chair Nelson agreed to meet with Dr. S. Terri Gomez regarding the President's response to correct the Grade Appeal Policy 1605.

AS-2830-189-AA Academic Standing Policy 1430 and 1431

The Executive Committee discussed AS-2830-189-AA on August 28, 2019. The motion was to send AS-2830-189-AA back to the Academic Affairs Committee due to major edits to the document.

Best,
Casandra

Casandra L. Horner, MAOM
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Administrative Support – The Academic Planning Office
California State Polytechnic University, Pomona
3801 West Temple Avenue, Pomona, CA 91768
Work: 909.869.2193 **Email:** *clhorner@cpp.edu*