

To: Gary W. Reichard, Provost and Senior Vice President for Academic Affairs
Wayne Dick, Chair, Academic Senate

From: David G. Huckaby, Chair, Educational Policies Council

Date: 26 February 2003

Re: Interpretation of Policy Statement 99-16, Grade Appeal Procedure

The second sentence of section 3.120 reads: "As long as a student has filed a written notification of the appeal with the appropriate Department/Program Chair within the required semester, action on the appeal may continue during subsequent semesters." Although the policy does not give a time limit for how long students have to actually file the appeal, the Educational Policies Council has interpreted this section to mean that students have no longer than 20 working days (which is four weeks) into the following semester to do so. Failure to do so by this deadline will result in termination of the appeal.

We suggest that every department, program, and college office should receive a copy of this memorandum, so they can attach it to their copy of PO 99-16. From now on, all students who obtain a copy of PO 99-16 should also receive a copy of this memorandum.