

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
AND
CHABOT-LAS POSITAS FACULTY ASSOCIATION

October 22, 2013

9L.1. Assignment Of Grades

Assignment of all grades is the sole responsibility of the Instructor of Record.

When grades are given for any course of instruction, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final (California Education Code Section 76224).

Neither grading of assignments nor submission of grades shall be delegated to any other person. Unit members shall submit grades by the deadlines established and published by the Office of Admissions and Records and agreed to by the Academic Calendar Committee (see Article 8C.4).

Grading by attendance shall be at the discretion of the Instructional Faculty member of record. See Article 9B (Syllabus) (above) for notice requirements related to grading.

9L.2 Withdrawals – Notification And Consultation

The Office of Admissions and Records or Dean of Counseling shall notify the Instructor of Record whenever his/her student submits a withdrawal petition after the last day to withdraw with a "W" for extenuating circumstances (a "WE"). The District shall send this notification to the Instructor of Record within five (5) work days of the date the WE petition was submitted.

It is understood that a grade for a "W" for extenuating circumstances shall only be assigned for verified cases of accidents, illness or other circumstances beyond the control of the student, and after notification to, and consultation with the Instructor of Record. As part of the consultation process, the instructor is entitled to know of any "extenuating circumstances" so to inform the instructor's consideration for the grade change request, as well as the consultation process. The District and the Instructor of Record shall complete the consultation process in a timely fashion. (Cal. Admin. Code Title 5 section, 55024).

9L.3. Notification Of Grade Change

As a matter of procedure, the Office of Admissions and Records shall notify each unit member in writing, either electronically or in hardcopy, when a grade change for a course taught by that instructor is entered onto a student record. This notification shall occur within twenty (20) calendar days of when the grade change is entered.

9L.4. Recording Grade Changes Under Board Administrative Policy/Rules and Procedures 5513

As a matter of procedure, if at the conclusion of the Student Grievance Process, including any appeals, a grade change results from a decision of the Academic Fairness Committee (see Article 16-3), then the grade change document shall be submitted and signed by the appropriate manager, with a notation to the effect that the grade was changed from a ____ to a ____ by a decision of the Academic Fairness Committee as a result of the student grievance.

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Dr. Charlotte E. Lofft, President/Dated
Chabot-Las Positas
Faculty Association

Jannett N. Jackson 10/22/2013
Dr. Jannett Jackson, Chancellor/Dated
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