



What you should know about

Custom Course Materials

Many professors prefer to create their own unique packages of course materials for use in their classes.

CSUSM faculty and adjuncts have several options available to them through the Aztec Shops and Montezuma Publishing.

Collections with Articles and Readings Requiring Copyright Permission*

A

For those who select articles and readings to use in class, Montezuma Publishing will obtain all necessary copyright permissions before copying and binding them. This can include original materials such as notes and syllabi. Page numbers and a table of contents can be added. This package will sell at a price set by Aztec Shops and Montezuma Publishing to cover all costs.

Original Material, Syllabi, Notes, Workbooks, Lab Manuals*

B

Assemble your own collection of materials. This can include CD's videos, and more. Montezuma Publishing will copy and bind the materials. Since there are no copyright materials in the package, the professor may choose to specify a royalty. This royalty can be no more than 10% of the cost of the material and will be placed in a foundation account for your department/college's use. (Note: A service charge of 8% is charged on all expenditures from this account.)

Consignment*

C

Prepare your own package that does not contain copyright material. Copy, bind, and bring to Aztec Shops for sale. Specify an amount to be charged but no more than 110% of the cost to produce the material. Aztec Shops will add their costs to the price. The book funds will be directed to the department/college.

* The department shall decide the use of the money taking into account the faculty contribution(s) toward the generation of the material.

For more information, contact Tammy Wagonis x4732

www.aztecshops.com

Compiled by the Faculty Affairs Committee and Academic Resources, in compliance with the CSUSM Faculty Ethics Policy (http://www.csusm.edu/faculty_affairs/)

CUSTOM COURSE MATERIAL

POLICY

Effective Date: mm/dd/yyyy

Definition This policy of Cal State San Marcos deals with customized course materials of non-text book resources that a professor assembles for use in CSUSM courses. This includes workbooks, copyright and non-copyright materials, articles, syllabi, workbooks, recordings, and any other materials that are copied for distribution and use in a CSUSM course.

Authority Provost for Academic and Student Affairs

Scope This policy applies to all faculty including tenure track, temporary, graduate assistants, and volunteers.

Karen S. Haynes, President

Approval Date

Robert Sheath, Provost

Approval Date

CUSTOM COURSE MATERIALS**PROCEDURES**

Effective Date: mm/dd/yyyy

I. Introduction

There are three categories of Custom Course Materials

1. Option A: Collections with Articles and Readings Requiring Copyright Permission
2. Option B - Royalty Material: Material reproduced through Aztec Shops and Montezuma publishing with an option of a royalty of up to 10%.
3. Option C - Consignment Material: Materials reproduced and bound before being brought to Aztec Shops for sale. The professor may specify a price not to exceed 110% of the production cost of the material. Aztec Shops will add their costs to this price.

II. General

1. Copyright Material: Copyright material may only be reproduced through Aztec Shops and Montezuma Publishing after appropriate permissions have been obtained.
2. Pricing: All prices include the cost of reproducing the material, costs incurred by Aztec Shops or Montezuma Publishing plus any royalties on original collections or markups on consignment packages.
3. Aztec Shop Costs: All costs incurred by Aztec Shops or Montezuma Publishing must be recovered in the sale of the materials.

III. Option A - Collections with Materials Requiring Copyright Permission

1. No royalties or markups may be added to material or collections that contain material requiring copyright permission.

IV. Option B - Royalty Material Details

1. No royalties or markups may be added to material or collections that contain materials requiring copyright permission.
2. Royalties : The royalty charged on non-copyright material can be no more than 10% of the cost of the material and will be placed in a foundation account for the Department or College's use. The department shall decide the use of this money taking into account the faculty contribution(s) toward the generation of the material.
3. Foundation Accounts: Faculty charging royalties must work with their department to set up a foundation account. A service charge of 8% is charged by the foundation on **each** expenditure made from this account. The Department or College may use these funds for any budgeted or non-budgeted project or activity.

V. Option C - Consignment Material Details

1. Markups on Consignment Material: All funds collected from markups on consignment materials will be paid to the Department's or College at the end of each semester. The department shall decide the use of this money taking into account the faculty contribution(s) toward the generation of the material.

POLICY TITLE: STUDENT GRADE APPEALS POLICY**POLICY**

Implementation Date: 03/21/02

Revised Date: 00/00/00

STUDENT GRADE APPEAL POLICY AND PROCEDURES**I. PREAMBLE**

The Cal State San Marcos Student Grade Appeal Policy acknowledges the rights of students and faculty as expressed in "Joint Statement of Rights and Freedoms of Students" drafted by the American Association of University Professors, the United States National Student Association, the Association of American Colleges, the National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors in 1967, the rights of all members of the campus as outlined in the Cal State San Marcos Academic Freedom Statement, the Cal State San Marcos Interim Student Rights and Responsibilities Policy and of faculty as expressed in Executive Order 792. Executive Order 792 states that "faculty have the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades" and that, "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." (p. 5).

II. PURPOSE

The purpose of the Student Grade Appeal Policy and Procedures shall be to enable students to seek redress of complaints about grades (hereafter referred to as "grade appeals"). A grade appeal arises when circumstances prevent assignment of an earned grade or cause an assigned grade to be questioned by a student. This procedure shall also be available for the resolution of grade appeals alleging inappropriate application to the student of any other rules or policies of CSU San Marcos. ¹

Deleted: The burden of proof shall rest with the student.

III. TERMS AND DEFINITIONS

Throughout this document, the words, "shall," "will," and "must" refer to mandatory (required) actions. The words, "may" and "should" refer to discretionary actions (i.e., recommended or voluntary, but not required). The word "dean" refers to the dean or his/her designee. The word "principals" refers to the student appellant and the instructor respondent.

IV. JURISDICTION

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This policy applies solely to students' appeals of assigned grades. Separate grievance policies and procedures have been established for discrimination and harassment grievances. Students wishing to initiate a grievance against an administrator, faculty or staff member because of discrimination on the basis of sex, race, color, national origin, age, disability, veteran status, religion, or sexual orientation are advised to obtain written instructions on the filing of such

¹ Moved to Section V.B. ("Formal Process")

grievances from the Office of Human Resources and Equal Opportunity or the Office of the Dean of Students.

Separate policies and guidelines also exist for complaints involving Greek social service organizations or individual members of a Greek Organization. These policies and guidelines may be found in the Greek Handbook available in the Office of Student and Residential Life

IV. MEMBERSHIP

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A. Committee Structure

Membership of the Student Grade Appeals Committee (SGAC) shall consist of:

- Three students (two undergraduate, one graduate) and three student alternates to be named under procedures established by the Associated Students Incorporated. Students serving on this committee must be regular students in good standing, as determined under the same regulations imposed for Associated Student council members.
- Four faculty members and four faculty member alternates selected by the Academic Senate. All faculty members of the committee and all of the faculty alternates must hold tenured appointments.
- The Chair shall be elected yearly from the faculty membership of the committee.

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Deleted: The Chair is non-voting except in cases of a tied vote.

B. Chair's Duties

The Chair is non-voting except in cases of a tied vote. The Chair shall be the administrative officer of the committee. The duties of the office shall include arranging for appropriate times and places of committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing in writing all interested parties of the times and places of committee meetings or hearings which they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that an appeal is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for the recording of committee proceedings; maintaining committee records; and informing in writing all interested parties of the recommendations of the committee.

C. Service of Alternates

Alternates shall be called upon as necessary to fill permanent or temporary vacancies (see section IV C, "Vacancies."). Alternates shall serve on the committee as full voting members for grade appeal grievances.

D. Terms of Service and Continuation

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The term of service on the Student Grade Appeals Committee shall run from June 1 to May 31. All committee members/ alternates shall serve two year staggered terms, from June to May,

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except for students who shall serve one year terms. Committee members may serve consecutive terms of service.

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The members who begin hearing an appeal shall continue as a panel for that appeal until it reaches resolution, unless a member is unable to continue or is no longer eligible to serve. In the event that a particular grade appeal extends beyond May 31, the members hearing that particular grade appeal shall continue with that appeal until the committee's decision is rendered.

E. Vacancies

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1. Permanent vacancies - When a permanent vacancy on the committee occurs mid-term, the Chair of the committee shall request a replacement by one of the alternates from the same constituency (students or faculty) as the original member. The replacement shall have full voting rights for the remaining term of office of the original committee member.

2. Temporary vacancies - If a member of the committee is from the same immediate department or program or has a close personal relationship with the student making the appeal, that member shall not participate in the appeal process for that specific grievance. When, for good cause, a committee member cannot consider a particular grade appeal, or if the committee identifies a conflict of interest, an alternate, with full voting rights, shall be appointed to serve in his/her place for the specific grievance. The Chair of the committee shall request a temporary replacement by one of the alternates of the same constituency (students or faculty) as the original member. In addition, a student shall have the right to have one member of the committee replaced with an alternate member for any reason within two calendar days, prior to the committee's first review of the appeal. The alternate member shall be selected by the Chair of the committee.

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F. Quorum and Voting

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The quorum for policy matters and organization meetings of the grade appeals committee shall be two-thirds of the committee. The SGAC majority for grade appeals shall require at least two faculty members voting in the majority employing distinct ballot forms for faculty and student members. Only members of the committee who have reviewed the documents submitted and heard all testimony elicited during the hearing on a grade appeal may vote on the grade appeal. Alternates do not vote on grade appeals unless taking the place of the primary member representing their decision.

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Deleted: All committee members may vote on a grade appeal.

G. Confidentiality

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To protect all parties involved, all participants shall maintain confidentiality to the maximum extent possible at every level of the appeal process. A breach of confidentiality is a breach of ethics, code of conduct, and FERPA.

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No member of the committee shall discuss personal and/or pertinent information relating to a specific grade appeal with any persons who are non-committee members except at the request of the committee as part of the hearing processes defined in this document. This shall not preclude notification of proper authorities by the Student Grade Appeal Committee in the event that the committee perceives the safety of any person or property to be in jeopardy.

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No member of the committee shall discuss personal and/or pertinent information relating to a specific grievance with any of the principals throughout the course of the investigation and following the recommendation of the committee except at the request of the committee and/or at a hearing.

Communication Guidelines: All written documentation and recommendations relating to individual grade appeals shall be marked and handled "confidential," and are only for the use of those directly involved in the grade appeal (interested parties). All documents, tapes, etc., relevant to an individual grade appeal shall be appropriately maintained for three years in locked file drawers located in the Academic Senate Office and then shredded. Members of the committee shall not discuss the facts of any grade appeal through electronic mail.

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V. GRADE APPEAL PROCESS

Information and assistance for students who wish to avail themselves of the grade appeal process may obtain information and assistance from the Office of the Dean of Students [alternate language: from the Associated Students Peer Advisor Program]. Consultants may assist with:

1. Defining the basis of the appeal using the criteria specified in this procedure;
2. Explaining the options available to the student for resolving the grade dispute;
3. Suggesting steps toward informal resolution;
4. Completing the grade appeal form (advice and critique) and compiling supporting documentation.

Consultants are expressly prohibited from writing students' grade appeals or supporting documentation.

A. Informal Process Deadlines

The deadlines for completing the informal appeal process shall be as follows:

<u>For courses taken during</u>	<u>Deadline for completion</u>
<u>Previous fall semester</u>	<u>March 15</u>
<u>Previous spring and summer semester</u>	<u>October 15</u>

Deleted: must be exhausted/completed by March 15 (for courses taken during the previous Fall semester) or October 15 (for Spring and Summer semesters).¶

Deleted: Informal discussion between the student and faculty member(s) who assigned the grade is essential in the early stages of the dispute and should be encouraged at all times.

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Deleted: If a student chooses to seek advice from a non-involved party, the Student Grade Appeal Committee recommends the following resources: the Office of the Dean of Students, which provides clarification and advice to students regarding how to proceed with their concerns, the Associated Students Incorporated Peer Advisor Program, or a faculty member that the student knows and trusts. Such consultants may be appropriate for:¶

1. Assistance in defining the problem¶
2. Exploring options for resolution¶
3. Attempting to resolve the conflict

A good faith effort to settle a dispute must be made before filing a formal grade appeal. Even after an appeal is filed, efforts to resolve the dispute by informal means should continue.

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In order to seek resolution before the formal grade appeal filing deadline, students should begin the informal resolution process as soon as possible. Any grade appeal policy and procedure of a college or department is considered part of the informal process, and falls within the time restrictions as discussed in Step 1 through Step 3, below.

B. Informal Resolution Process

The informal process consists of three steps. In order to file a formal appeal, the student shall be required to submit a log of contacts, appointments (both requested and granted), and outcomes documenting his or her attempts to achieve informal resolution at each step.

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1. Step 1: The student must consult with the faculty member(s) involved to try to reach an agreement. If the faculty member does not respond or if the student is unable to reach agreement in a reasonable length of time, keeping in mind the filing deadline, then the student shall proceed to step 2.

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Deleted: The filing deadline for formal grade appeals is March 15 for the prior fall session grade appeals and October 15 for the prior spring and summer grade appeals.

2. Step 2: The student shall consult with the person at the next level of supervision if Step 1 does not result in a satisfactory agreement. If the parties do not respond or reach agreement in a reasonable length of time, the student shall proceed to step 3.

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Deleted: if the faculty member does not respond or reach agreement in a reasonable length of time

3. Step 3: The process shall continue at the level of dean, or the administrative director of equivalent rank. If the dean does not respond or an agreement is not reached, and the student wishes to pursue the appeal process, the student shall file a formal grade appeal.

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NOTE: Grade appeals involving administrators who have served as the instructor for the course should be directed to the Student Grade Appeals Committee after Step 1.

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C. Formal Process

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If a student decides to file a formal grade appeal, the grade appeal must be postmarked or stamped as received by the University's Academic Senate Office no later than March 15 (for courses taken during the previous Fall semester) or October 15 (for Spring and Summer semesters). (Please Note: if the student has not reached resolution prior to the above mentioned dates, then a grade appeal should be filed.

Deleted: In addition, students are advised to keep a log of contacts, and appointments, both requested and granted, during the informal resolution process.

I. In the event of extenuating circumstances, the Provost or designee shall be able to waive the deadline.

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1. Basic Guidelines for Grade Appeals

a. The SGAC presumes that grades assigned are correct. It is the responsibility of the student appealing an assigned grade to demonstrate otherwise. (See CSU Exec Order 792, p.5)

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The formal process must be started no later than March 15 or October 15 of each year.¶

b. Students may only appeal grade assignments on the following bases:

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i. An instructor refuses to (or cannot) assign a grade

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ii. The instructor is not available to review possible computational error.

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iii. The student believes the grade assigned is inequitable or capricious, unreflective of course performance, or inconsistent with other grade assignments in the course.

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c. The SGAC shall only recommend grade changes when a preponderance of the evidence supports the student's claim that the grade was improperly assigned, based on appeal grounds listed in paragraph (b), above.

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d. The burden of proof shall lie with the student.

2. How to File

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Where informal resolution fails, the student may file a formal grade appeal in writing to the Student Grade Appeals Committee (SGAC), stating the specific allegations and the desired remedy, accompanied by available documentary evidence. The grade appeal must be submitted by completing the Formal Notice of Student Grade Appeal form (Appendix A). Students may obtain a formal grade appeal form at the following locations:

Deleted: recourse

Deleted: or in order to meet the filing deadline,

Deleted: This written grade appeal shall include dates of the incident and necessary details regarding the grade appeal and be submitted on the Notice of Formal Student Grade Appeal form, example shown in Appendix A of this document.

Office of Associated Students Incorporated
Office of the Dean of Students

Deleted: Office of Human Resources and Equal Opportunity

3. Filing Deadline

The written grade appeal must be postmarked or stamped as received, no later than March 15 for the prior fall session or October 15 for the prior Spring/Summer session. (Please Note: if the student has not reached resolution prior to the above mentioned dates, then a grade appeal should be filed.

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I. In the event of extenuating circumstances, the Provost or designee shall be able to waive the deadline.

4. Withdrawal and Termination of Formal Process

A student has the right to withdraw his/her grade appeal at any stage of the proceedings, in which case the proceedings shall terminate immediately. Efforts to resolve the dispute by informal means may continue throughout the formal process. Written notification by the complainant to the Student Grade Appeals Committee is required to terminate the proceedings. The Student Grade Appeals Committee address is:

Student Grade Appeal Committee
c/o Academic Senate Office
Cal State San Marcos
San Marcos, CA 92096-0001

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5. Preliminary Screening

Upon receipt of the written grade appeal, the Chair of the Student Grade Appeal Committee will review the grade appeal to determine if:

1. The Student Grade Appeals Committee has jurisdiction (See section "Purpose" and "Jurisdiction" page 1.); and
2. The filing deadline has been met; and
3. The informal process, steps 1 through 3 has been completed.

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If the above conditions have not been met, the Chair of the Student Grade Appeals Committee shall respond in writing to the complainant stating which condition(s) has not been met and terminating the appeal.

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If the above conditions have been met, the Chair shall send written notice of receipt of a grade appeal within seven (7) calendar days to all parties involved in the informal process. The Chair shall also provide the instructor (the person responsible for assigning the student's grade) with a complete copy of documents submitted by the student, and request that the instructor provide a written response and relevant documentation, including the course syllabus and grade roster, to the committee within ten (10) calendar days.

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If the instructor identified in the appeal cannot be contacted through reasonable efforts because he/she is no longer in residence or is on leave or vacation, the committee shall provide an additional notification period not exceeding one semester. If the instructor cannot be contacted by the end of one semester it is the responsibility of other qualified faculty to review the grade (CSU Executive Order 792, p.5).

6. Consideration of Grade Appeals

Upon review of documentation from the instructor and the student, the committee Chair shall establish and distribute to the principals a timeline for resolution of the appeal. If additional information is needed, the committee shall use appropriate means to collect relevant data. Any party within the University community who is contacted by the Student Grade Appeals Committee Chair for information relevant to a specific appeal shall cooperate and provide full disclosure of information. This may include, but is not limited to, requesting that the instructor(s) provide academic records such as grade roster, graded materials in his/her possession and other documents such as syllabi and assignments that may be pertinent to the appeal.

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The SGAC may establish and consult with a panel of 2-3 faculty members knowledgeable about grading practices, teaching strategies, or classroom management. This panel of experts shall include at least one individual from the general academic discipline or area of the course in which the disputed grade(s) occurred.

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- a. The SGAC shall select the panel from a pool of faculty willing to serve as consultants, submitted by the chairs, program directors, or center directors of appropriate academic units.
- b. The panel shall not include a faculty member objected to by either the student or faculty member involved in the dispute.
- c. The SGAC shall make its recommendation in the grade appeal based on information received during its fact-finding, including information provided by the panel of faculty.

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Deleted: each college or department of those willing to serve as consultants.

7. Hearing Process

The committee shall attempt to make its recommendation on the basis of the documentation provided by the student, the instructor, and any other parties from whom it has requested information. If, by a majority vote, the committee determines a need for a hearing, the hearing process will proceed as follows:

- The committee shall determine who will be involved in the hearing process.

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- The committee may seek advice from a "panel of experts" from the appropriate area as noted above.
- The committee may invite persons having information related to the grade appeal to testify in the hearing.

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The committee Chair shall reserve the appropriate facility and notify all parties involved of the hearing date(s) and location.

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The hearing shall be conducted according to the following standards:

- The hearing is a fact-finding/information gathering proceeding, not a judicial process.
- There shall be no confrontation or cross-examination of witnesses by instructor and the student.
- Only the committee and those currently providing information shall be present during that portion of the hearing.
- The Chair shall preside at the hearing.
- Only the committee members, including the Chair, shall ask questions.
- All hearings will be tape-recorded. Tape recordings will be available for review by the student, the instructor, and committee members in a specially supervised place. Recordings of hearings shall only be copied for Student Grade Appeal Committee record-keeping purposes.

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Once all information has been received, including information obtained through hearings, the committee will issue a recommendation.

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8. Recommendation

The SGAC recommendation in cases of grade appeals shall go to the instructor of record, the student, the instructor's Department Chair or Program Director, the Dean of the college offering the course, the Provost, and the Office of Enrollment Services if a grade change is recommended. The recommendation will be transmitted within twenty-one calendar days of the committee completing its information gathering procedures.

Deleted: Provost,

Deleted: program director

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The recommendation shall not be subject to appeal.

If a grade change is recommended the instructor of record shall promptly notify the Student Grade Appeals Committee of the course of action taken.

CSU Executive Order 792, p. 5 specifies that:

"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 procedure.." (i.e. SGAC recommendation), "it is the responsibility of other qualified faculty to do so."

Deleted: (CSU Executive Order 792, p.5).

Executive Order 792 further specifies that "Qualified faculty" means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at Cal State San Marcos.

Deleted: (See CSU Exec Order 792, p. 5).

VI. Annual Reports

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The SGAC Chair shall report to the President of Cal State San Marcos and Academic Senate by September 1 the number and disposition of cases heard the previous academic year. (See CSU Exec Order 792, p. 7).

VI. REVISIONS TO THE STUDENT GRADE APPEAL POLICY AND PROCEDURE.

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The Student Grade Appeals Committee, through a recommendation to the Executive Committee of the Academic Senate, may initiate revisions to the Student Grade Appeals Policy and Procedures.

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Appendix A
California State University, San Marcos
Formal Notice of Student Grade Appeal

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Formal

Instructions

Before completing this form, please take the time to carefully read the Student Grade Appeal Policy and Procedure, paying particular attention to the basic guidelines for grade appeals (Section V.B.1.b). After reading the policy and procedures, complete this form as thoroughly as possible. You may request assistance to complete this form from the Office of the Dean of Students.

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Deleted: following locations: Office of Associated Students Incorporated;

Deleted: ; Office of Human Resources and Equal Opportunity.

Confidentiality will be maintained in accordance with Student Grade Appeals Policy and Procedures, "Confidentiality," Section IV.G.

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Once you have completed this form, place in a sealed envelope and send it to:

Student Grade Appeals Committee
C/O Office of the Academic Senate
California State University, San Marcos
San Marcos, CA 92096-0001

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Please type or print clearly.

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¶

Date: _____

STUDENT INFORMATION

Name: _____

Student ID Number: _____

Current Address: _____

Street _____

City _____ **State** _____ **ZIP** _____

Home Phone: _____

Message Phone: _____

Expected Graduation: _____

E-Mail Address: _____

CLASS INFORMATION

Class: _____ **Semester:** _____

Title: _____

Instructor(s): _____

BASIS FOR GRADE APPEAL

Check all that apply and provide evidence and documentation for each basis checked.

- The instructor refuses to (or cannot) assign a grade
- The instructor is not available to review possible computational error.
- The grade assigned is:
 - Inequitable or capricious
 - Unreflective of course performance
 - Inconsistent with other grade assignments in the course

NARRATIVE

Please provide a brief chronological description of the events and actions leading to the assignment of your grade. Please be sure to include the names of any individuals who may have relevant information. If the space provided here is insufficient, please append the entire narrative on separate, typed pages.

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1. Name Social Security # ¶
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2. Current Address ¶
City State Zip¶
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Phone No.() Message No.() ¶
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Permanent Address ¶
City State Zip¶
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Phone No.() Message No.() ¶
¶
3. Anticipated or Actual Graduation Date ¶

EXPLANATION OF THE APPEAL

For each box checked under "Basis for Appeal" please provide a brief explanation showing how the events and actions cited in your narrative compel a change in your grade. Explain each basis separately, even if this requires citing the same events more than once. If the space provided here is insufficient, please append the entire explanation on separate, typed pages.

DRAFT

DOCUMENTARY EVIDENCE

Please append any documents that support your appeal (e.g., copies of your work, copies of correspondence with your instructor or other individuals involved with your appeal). In the space below, please list the documents you have appended.

<u>DOC. NO.</u>	<u>DATE</u>	<u>DOCUMENT TITLE AND DESCRIPTION</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		
<u>4.</u>		
<u>5.</u>		
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<u>15.</u>		

REMEDY SOUGHT

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(See Reverse)¶

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Cal State San Marcos¶
Student Grade Appeal Form¶
Page 2¶

¶
5. Attach a statement to this form containing the following information:¶

- A) All dates relevant to the grade appeal;¶
- B) Specific statement of allegation(s);¶
- C) Person(s), to the best of your knowledge, having direct knowledge and involvement concerning the circumstances-, and¶
- D) Relief or remedy requested.¶

¶
This may be in narrative and should be clear and complete.¶

¶
6. Attach a statement to this form describing what informal actions you have taken to resolve the problem, persons contacted and when, and the result or status of the attempts at informal resolution.¶

¶
7. If informal process not completed, explain why:¶

¶
¶
¶

¶
8. Attach, or otherwise identify, any and all material (documents, forms, names or witnesses, or other information) you wish to be considered in resolving this problem.¶

ACKNOWLEDGEMENT AND RELEASE

I have received and read the Student Grade Appeals Policy and Procedures and understand what I am required to do in the Formal Grade Appeals Procedures.

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Initials _____

I hereby release to the Student Grade Appeals Committee all documents, including my academic records, that may be pertinent to the Committee's investigation.

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Initials _____

I certify that, to the best of my knowledge, the information I have provided is accurate and the circumstances surrounding the problem are as I have described them.

Signature

Date

APPENDIX A:
INFORMAL RESOLUTION LOG

<u>DATE</u>	<u>PERSON(S) CONTACTED</u>	<u>ACTIONS AND OUTCOMES</u>

1 DRAFT Policy on Academic Honesty

Deleted: Approved: Academic Senate
4/12/95

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5 Each student must maintain academic honesty in the conduct of his or her
6 studies and other learning activities at CSUSM. The integrity of this academic institution,
7 and the quality of the education provided in its degree programs, are based on the
8 principle of academic honesty.

9
10 The maintenance of academic integrity and quality education is the responsibility of each
11 student within this university and the California State University system. Cheating and
12 plagiarism in connection with an academic program at a campus is listed in Section
13 41301, Title 5, California Code of Regulations, as an offense for which a student may be
14 expelled, suspended, put on probation, or given a less severe disciplinary sanction.

15
16 Student Responsibilities:

- 17 1. Students are responsible for knowing and understanding the rules of
18 Academic Honesty as outlined in the university catalog, to include fabricating
19 information and data, cheating, facilitating academic dishonesty, and
20 plagiarizing.
21 2. Communicating with the professor if they do not understand how the policy
22 applies to the a particular class or assignment.

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23 Utilizing the library resources (e.g. the plagiarism tutorial, consulting a librarian, or
24 referring to a style guide) on academic honesty and plagiarism to fully understand the
25 differences between a citation, giving credit, original writing, and plagiarism.

Deleted: The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system. Cheating and plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Code of Regulations, as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

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29 Faculty Responsibilities:

- 30
31 1. Faculty must report all incidences of Student Dishonesty and the actions taken to the
32 Office of the Dean of Students.

33
34 The reporting must include:

- 35 Student name
36 Student ID number as it appears on the class roster
37 Class Code, CRN, and Semester taken
38 The issues of dishonesty that occurred
39 The actions or consequences taken by the professor

- 40
41 2. Each faculty should include a statement on Academic Honesty in their syllabi such
42 as:

43
44 Students will be expected to adhere to standards of academic honesty and
45 integrity, as outlined in the Student Academic Honesty Policy. All assignments
46 must be original work, clear and error-free. All ideas/material that are borrowed

47 from other sources must have appropriate references to the original sources. Any
48 quoted material should give credit to the source and be punctuated with quotation
49 marks.

50
51 Academic Honesty and Integrity. Students are responsible for honest
52 completion and representation of their work. Your course catalog details
53 the ethical standards and penalties for infractions. There will be zero
54 tolerance for infractions. If you believe there has been an infraction
55 by someone in the class, please bring it to my attention. I reserve the
56 right to discipline any student for academic dishonesty, in accordance
57 with the general rules and regulations of the university. Disciplinary
58 action may include the lowering of grades and/or the assignment of a
59 failing grade for an exam, assignment, or the class as a whole.

- 60
61
62 3. Faculty should keep accurate records and documents regarding the case and their own
63 resolution and consequences for at least one semester.
64
65 4. Faculty should have a discussion of academic honesty, expectations, and
66 consequences within the first two or three class meetings in order to maintain
67 consistency and uniformity with all classes and students.
68
69 5. Faculty are encouraged to include creative assignments that require original thought
70 in order to reduce the incidences of student dishonesty.
71
72 6. Faculty have the ultimate responsibility and discretion when grading students who ← - - - **Formatted: Bullets and Numbering**
73 have been dishonest in class, however, faculty also have the responsibility to be fair
74 and equitable to all students within the same class, therefore, consequences for like
75 offenses must be the similar.
76
77 7. Grading Policy-It is suggested that each faculty member have a consistent grading ← - - - **Formatted: Bullets and Numbering**
78 policy which will be applied in all cases of academic dishonesty. For example, if an
79 assignment where a student is caught cheating is worth more than 15% of the grade,
80 the student may receive a “FAIL” in the class. If the assignment is worth less than
81 15%, then the assignment can be given a grade of “0”.

82
83 Administrative Responsibilities:

- 84
85 1. Administrators are responsible for knowing and understanding the rules of
86 Academic Honesty to include fabrication, cheating, facilitating academic
87 dishonesty, plagiarism and to take administrative action where necessary.
88 2. Administrators should facilitate a discussion of Academic Honesty at student
89 orientation to ensure that all students are aware of the Academic Honesty
90 issues on campus and how they will be dealt with.
91 3. The Dean of Students will post aggregated data by semester that will include
92 the number of cases reported and the discipline actions taken.

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Student Sanctions

Student sanctions for violations to the academic honesty policy can include any of the following:

- Warning
- Probation of Student
- Suspension
- Expulsion

Definitions:

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes:

A. CHEATING

Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Comments:

1. Faculty members are strongly encouraged to make every reasonable effort to foster honest academic conduct. This includes adequate communication of expectations about what kinds of collaboration are acceptable within the course. Instructors should state in course syllabi their policies and procedures concerning examinations and other academic exercises as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance.
2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
4. Students who are required to do a paper in a course should assume that submitting the same or similar paper to different courses (regardless of whether it is in the same semester or in different semesters) is not permitted without the explicit permission of the instructors of both courses.

B. FABRICATION

Falsification or invention of any information or citation in an academic exercise.

139

140 *Comments:*

141

142 1. "Invented" information may not be used in any laboratory experiment or other
143 academic exercise without notice to and authorization from the instructor. It would be
144 improper, for example to analyze one sample in an experiment and covertly "invent" data
145 based on the single experiment for several more required analyses.

146

147 2. One must use/acknowledge the actual source from which cited information was
148 obtained. For example, a student may not reproduce sections from a book review and
149 indicate that the section was obtained from the book itself.

150

151 3. Students who attempt to alter and resubmit returned academic work with intent to
152 defraud the faculty member will be in violation of this section. For example, a student
153 may not change an answer on a returned exam and then claim that they deserve additional
154 credit.

155

156 C. FACILITATING ACADEMIC DISHONESTY

157

158 Intentionally or knowingly helping or attempting to help another to commit an act of
159 academic dishonesty.

160

161 *Comments:*

162

163 1. For example, a student who knowingly allowed copying from his or her paper during
164 an examination would be in violation of this section.

165

166 2. Providing information about the contents of an examination to a student who will later
167 take the examination, or taking an examination on behalf of another student are violations
168 of academic honesty.

169

170 D. PLAGIARISM

171

172 Intentionally or knowingly representing the words, ideas, or work of another as one's own
173 in any academic exercise.

174

175 -The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the
176 specific substance of another's work, without giving appropriate credit, and representing
177 the product as one's own work

178

179 -The act of putting one's name as an author on a group project to which no contribution
180 was actually made; and

181

182 -Representing another's artistic/scholarly works such as musical compositions, computer
183 programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

184

185 *Comments:*

186

187 1. Direct Quotation: Every direct quote must be identified by quotation marks, or by
188 appropriate indentation or by other means of identification, and must be promptly cited in
189 a footnote. Proper footnote style for academic departments is outlined by such manuals as
190 the *MLA Style Sheet*, *APA Publications Manual*, or K. L. Turabian's *A Manual for*
191 *Writers of Term Papers, Theses and Dissertations*.

192

193 2. Paraphrase: prompt acknowledgment is required when material from another source is
194 paraphrased or summarized in whole or in part in your own words. To acknowledge a
195 paraphrase properly, one might state: "to paraphrase Locke's comment..." and conclude
196 with a footnote identifying the exact reference. A footnote acknowledging only a directly
197 quoted statement does not suffice to notify the reader of any preceding or succeeding
198 paraphrased material.

199

200 3. Borrowed Facts or Information: Information obtained in one's reading or research
201 which is not common knowledge among students in the course must be acknowledged.
202 Examples of common knowledge might include the names of leaders of prominent
203 nations, basic scientific laws, etc.

204

205 Material which contributes only to the student's general understanding of the subject may
206 be acknowledged in the bibliography and need not be immediately footnoted. One
207 footnote is usually sufficient to acknowledge indebtedness when a number of connected
208 sentences in the paper draw their special information from one source. When direct
209 quotations are used, however, quotation format must be used and prompt
210 acknowledgment is required.

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Deleted: Faculty Responsibilities:¶

¶
¶<#>Faculty must report all incidences of Student Dishonesty and the actions taken to the Office of the Dean of Students.¶

¶
¶The reporting must include:¶
¶ Student name¶
¶ Student ID number as it appears on the class roster¶

¶ Class Code, CRN, and Semester taken¶
¶ The issues of dishonesty that occurred¶
¶ The actions or consequences taken by the professor¶

¶<#>Each faculty should include a statement on Academic Honesty in their syllabi such as:¶

¶
¶Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.¶

¶<#>Faculty should keep accurate records and documents regarding the case and their own resolution and consequences for at least one semester.¶

... [1]

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Deleted: Student Responsibilities:¶

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¶<#>Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the university catalog, to include fabrication, cheating, facilitating academic dishonesty, plagiarism.¶

¶<#>Communicating with the professor if they do not understand how the policy applies to the a particular class or assignment.¶

¶<#>Utilizing the library resources on academic honesty and plagiarism to fully understand the differences between a citation, giving credit, original wri...

... [2]

Deleted: Administrative Responsibilities:¶

¶
¶<#>Administrators are responsible for knowing and understanding the rules of Academic Honesty to include fabrication, cheating, facilitating academic dishonesty, plagiarism and to take administrative action where necessary.¶

¶<#>Administrators should facilitate a discussion of Academic Honesty at student orientation to ensure that all students are aware of the Academic Honesty issues on campus and how they will be dealt with.¶

217 Inappropriate conduct by students or by applicants for admission is subject to discipline
218 as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations.
219 These sections are as follows:

220

221 41301. Expulsion, Suspension and Probation of Students. Following procedures
222 consonant with due process established pursuant to Section 41304, any student of a
223 campus may be expelled, suspended, placed on probation or given a lesser sanction for
224 one or more of the following causes which must be campus related:

225

226 A. Cheating or plagiarism in connection with an academic program at a campus.

227

228 B. Forgery, alteration or misuse of campus documents, records, or identification or
229 knowingly furnishing false information to campus officials.

230

231 C. Misrepresentation of oneself or of an organization to be an agent of a campus.

232

233 D. Obstruction or disruption, on or off campus property, of the campus educational
234 process, administrative process, or other campus function.

235

236 E. Physical abuse on or off campus property of the person or property of any member of
237 the campus community or of member of his or her family or the threat of such physical
238 abuse.

239

240 F. Theft of, or non-accidental damage to, campus property, or property in the possession
241 of, or owned by, a member of the campus community.

242

243 G. Unauthorized entry into, unauthorized use of, or misuse of campus property.

244

245 H. On campus property, the sale or knowing possession of dangerous drugs, restricted
246 dangerous drugs, or narcotics as those terms are used in California statutes, except when
247 lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the
248 purpose of research, instruction or analysis.

249

250 I. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on
251 campus property or at a campus function without prior authorization of the campus
252 President.

253

254 J. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus
255 function.

256

257 K. Abusive behavior directed toward, or hazing of, a member of the campus community.

258

259 L. Violation of any order of a campus President, notice of which had been given prior to

260 such violation and during the academic term in which the violation occurs, either by
261 publication in the campus newspaper, or by posting on an official bulletin board
262 designated for this purpose, and which order is not inconsistent with any of the other
263 provisions of this Section.

264

265 M. Soliciting or assisting another to do any act which would subject a student to
266 expulsion, suspension or probation pursuant to this Section.

267

268 N. For purposes of this Article, the following terms are defined:

269

270 1. The term "member of the campus community" is defined as meaning California State
271 University Trustees, academic, nonacademic and administrative personnel, students, and
272 other persons while such other persons are on campus property or at a campus function.

273

274 2. The term "campus property" includes:

275

276 (a) real or personal property in the possession of, or under the control of, the Board of
277 Trustees of The California State University, and

278

279 (b) all campus feeding, retail, or residence facilities whether operated by a campus or by
280 a campus auxiliary organization.

281

282 3. The term "deadly weapons" includes any instrument or weapon of the kind commonly
283 known as a blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, any dirk,
284 switchblade knife, pistol, revolver, dagger, or any other firearm, any knife having a blade
285 longer than five inches, any razor with an unguarded blade, and any metal pipe or bar
286 used or intended to be used as a club.

287

288 4. The term "behavior" includes conduct and expression.

289

290 5. The term "hazing" means any method of initiation into a student organization or any
291 pastime or amusement engaged in with regard to such an organization which causes, or is
292 likely to cause, bodily danger, or physical or emotional harm, to any member of the
293 campus community; but the term "hazing" does not include customary athletic events or
294 other similar contests or competitions.

295

296 O. This Section is not adopted pursuant to Education Code Section 89031.

297

298 P. Notwithstanding any amendment or repeal pursuant to the resolution by which any
299 provision of this Article is amended, all acts and omissions occurring prior to that
300 effective date shall be subject to the provisions of this article as in effect immediately
301 prior to such effective date.

302

303 41302. Disposition of Fees: Campus Emergency; Interim Suspension. The President of
304 the campus may place on probation, suspend, or expel a student for one or more of the
305 causes enumerated in Section 41301. No fees or tuition paid by or for such student for the

306 semester, quarter, or summer session in which he or she is suspended or expelled shall be
307 refunded. If the student is readmitted before the close of the semester, quarter, or summer
308 session in which he or she is suspended, no additional tuition or fees shall be required of
309 the student on account of the suspension.

310
311 During periods of campus emergency, as determined by the President of the individual
312 campus, the President may, after consultation with the Chancellor, place into immediate
313 effect any emergency regulations, procedures, and other measures deemed necessary or
314 appropriate to meet the emergency, safeguard persons and property, and maintain
315 educational activities.

316
317 The President may immediately impose an interim suspension in all cases in which there
318 is reasonable cause to believe that such an immediate suspension is required in order to
319 protect lives or property and to ensure the maintenance of order. A student so placed on
320 interim suspension shall be given prompt notice of charges and the opportunity for a
321 hearing within 10 days of the imposition of interim suspension. During the period of
322 interim suspension, the student shall not, without prior written permission of the
323 President or designated representative, enter any campus of The California State
324 University other than to attend the hearing. Violation of any condition of interim
325 suspension shall be grounds for expulsion.

326
327 41303. Conduct by Applicants for Admission. Notwithstanding any provision in this
328 Chapter 1 to the contrary, admission or readmission may be qualified or denied to any
329 person who, while not enrolled as a student, commits acts which, were he enrolled as a
330 student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or
331 41302. Admission or readmission may be qualified or denied to any person who, while a
332 student, commits acts which are subject to disciplinary action pursuant to Section 41301
333 or Section 41302. Qualified admission or denial of admission in such cases shall be
334 determined under procedures adopted pursuant to Section 41304.

335
336 41304. Student Disciplinary Procedures for The California State University. The
337 Chancellor shall prescribe, and may from time to time revise, a code of student
338 disciplinary procedures for The California State University. Subject to other applicable
339 law, this code shall provide for determinations of fact and sanctions to be applied for
340 conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified
341 admission or denial of admission under Section 41303; the authority of the campus
342 President in such matters; conduct related determinations on financial aid eligibility and
343 termination; alternative kinds of proceedings, including proceedings conducted by a
344 Hearing Officer; time limitations; notice; conduct of hearings, including provisions
345 governing evidence, a record, and review; and such other related matters as may be
346 appropriate. The Chancellor shall report to the Board actions taken under this section.
347

Faculty Responsibilities:

Faculty must report all incidences of Student Dishonesty and the actions taken to the Office of the Dean of Students.

The reporting must include:

Student name

Student ID number as it appears on the class roster

Class Code, CRN, and Semester taken

The issues of dishonesty that occurred

The actions or consequences taken by the professor

Each faculty should include a statement on Academic Honesty in their syllabi such as:

Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.

Faculty should keep accurate records and documents regarding the case and their own resolution and consequences for at least one semester.

Faculty should have a discussion of academic honesty, expectations, and consequences within the first two or three class meetings in order to maintain consistency and uniformity with all classes and students.

Faculty are encouraged to include creative assignments that require original thought in order to reduce the incidences of student dishonesty.

Faculty have the ultimate responsibility and discretion when grading students who have been dishonest in class, however, faculty also have the responsibility to be fair and equitable to all students within the same class, therefore, consequences for like offenses must be the similar.

Grading Policy-the following grading policy will be applied in all cases of academic dishonesty—If an assignment where a student is caught cheating is worth more than 15% of the grade, the student may receive a “FAIL” in the class. If the assignment is worth less than 15%, then the assignment can be given a grade of “0”.

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Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the university catalog, to include fabrication, cheating, facilitating academic dishonesty, plagiarism.

Communicating with the professor if they do not understand how the policy applies to the a particular class or assignment.

Utilizing the library resources on academic honesty and plagiarism to fully understand the differences between a citation, giving credit, original writing, and plagiarism.

CSUSM Academic Senate Meeting Schedule 2004/05

Academic Senate

(Regular meetings are held from 1:15 - 3 p.m.)

Fall 2004

August 25	Convocation (a.m.) & New Senator Orientation (2:15 - 3:30 p.m.)
September 1	Senate Meeting
October 6	Senate Meeting
November 3	Senate Meeting
December 1	Senate Meeting

Spring 2005

January 13 (<i>tent.</i>)	Spring Assembly (a.m.)
January 19	Senate Meeting
February 2	Senate Meeting
March 2	Senate Meeting
April 6	Senate Meeting
April 20	Senate Meeting
May 4	Joint Senate Meeting

Executive Committee

(Regular meetings are held from 12 - 2 p.m., or until 1 p.m. when preceding a Senate meeting)

Fall 2004

August 24	Retreat (9:30 p.m. – 1:30 p.m.)
September 1, 8, 15, 22, 29	
October 6, 13, 20, 27	
November 3, 10, 17	
December 1	

Spring 2004

January 19, 26	
February 2, 9, 16, 23	
March 2, 9, 16, 23	<i>(Spring Break is March 28 – April 2)</i>
April 6, 13, 20, 27	
May 4	

Unless otherwise noted, the Academic Senate Meetings are held from 1:15-3:00 pm in Commons 206. All CSUSM faculty are encouraged to join us. *Only elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not covered under the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

Excerpted from Tracks, 3/8/04

What about Parking?

Parking services officials say additional faculty/staff parking is on the way, but they are not able to add spaces to accommodate the additional 69 employees moving from Rancheros during the next few months.

According to **Dora Knoblock**, director of campus enterprises, approximately 200 spaces will be made available by completion of lot K. That lot, located east of the University Village residence halls, will add parking for resident students and free up spaces now used in N lot, which is below the Science II building.

Completion of K lot is on schedule for this summer, Knoblock said.

In the meantime, “parking won’t be that much different,” she predicted. “Those who work a regular 8 a.m. to 5 p.m. shift won’t be affected much by the additional vehicles. It is faculty who arrive late in the morning who will have a more difficult time.”

She also noted that a few spaces will be added in lot E later this summer when the lower section is reconfigured.

Knoblock reminded everyone that there are 160 spaces available just off-campus at the San Marcos Ambulatory Care Center. “I know it is not close-up parking, but there are always spaces available there.”