Chair, Lezlie Labhard
Secretary, Charles Jennings
Chair-elect, Tom Hale
Vice Chair-elect, Bob Sennett
Secretary-elect, Luther Hughes

I. Minutes - Academic Senate April 13 and 27, 1976. approved

II. Introductions - Newly-elected senators...

III. Business Items

A. Elections (Rathbun)-Executive Committee, Schools of Architecture and Science and Math.

B. Resolution Regarding A.S.I. Representative on Information Awareness Committee (Kranzdorf) (Attachment III-B) 

C. Resolution Regarding A Change-of-Grade Policy (Culver) (Att. III-C) approved

D. Curriculum Packages (Cirovic)

1. School of Engineering and Technology (Att. III-D1) - It was M/S to approve the curriculum package as amended; the following were deferred for further consultation: Physics 211, Physics 421, and Economics 212.

2. School of Ag. and Natural Resources

3. School of Human Development and Education

4. Items referred back to committee: Business and Social Sciences - Econ 323 Science and Mathematics - Phys 201-202 Engineering and Technology - Phys 214, 421, Econ 212. (The completed package from Communicative Arts and Humanities has been forwarded from the Senate Office.) approved

E. Reassignment of Department Heads (Beecher) (Att. III-E) Passed

IV. Discussion Items

F. Res. Re. sponsorship of events (Cruikshanks)


H. Res. conc. Legal Assistance Course in Pol. Sci.

I. For students on campus (Weatherby, Huff)

V. Announcements
RESOLUTION REGARDING ASI REPRESENTATIVE ON INFORMATION AWARENESS COMMITTEE

WHEREAS, Students have similar concerns as faculty in matters of location of files concerning themselves, access to those files and material kept in those files, and

WHEREAS, the Associated Students, Inc. of Cal Poly are considering the setting up of a committee similar in scope to the Academic Senate Ad Hoc Information Awareness Committee, and

WHEREAS, many of the questions or problems which any such committee might face might be similar to those confronted by the faculty committee, now, be it therefore

RESOLVED: A representative of the student body attend the regular meetings of the Ad Hoc Information Awareness Committee. Such a representative would be regularly invited to the meetings, except for such times when potentially sensitive matters relating to particular faculty or administrative personnel were to be discussed.

Ad Hoc Information Awareness Committee
April 28, 1976
RESOLUTION REGARDING A CHANGE-OF-GRADE POLICY

Background: Changes of grades are presently handled in two ways: (1) if there is no indication for the reason why the grade is being changed, then the corrected grade will appear beside the original grade which now will have a line through it—e.g., / B; (2) if a reason is given for the change—"clerical error," "error in grading," etc.—then only the corrected grade will be evident on the student's transcript. These two methods apply to assigned letter grades and are the point of issue here. An "Incomplete" which is satisfactorily made up appears on the transcript beside the new grade.

There are several reasons for concern with the present dual method of changing grades. First, many instructors and students are unaware that the original grade will be visible on a student's transcript unless a reason for change is so stated on the change form. Second, there is a possibility that showing both grades will result in a detrimental misinterpretation by admissions officers for those students going on to graduate, law, medical, or other professional schools as well as those entering the job market.

One reason given for continuing the present policy, with the exception of genuine instructor or clerical errors, is that the official transcript should reflect the student's actual academic history, hence only genuine errors of record should be obliterated.

WHEREAS, a student's official transcript should reflect only the student's final grade in a course; and

WHEREAS, the final grade is determined by the academic performance of the student to the satisfaction of the instructor in charge of a course; now be it

RESOLVED: that the official and only change of grade policy at California Polytechnic State University be that of reflecting the grade which is ultimately submitted as the student's true grade in a course; and be it further

RESOLVED: that this condition applies only in those instances where a grade other than "Incomplete" was originally issued.

Student Affairs Committee
4/29/76

Att.IV-D, 5/11/76
Ac. Senate Agenda
THE ACADEMIC SENATE CURRICULUM COMMITTEE
RECOMMENDS APPROVAL OF THE FOLLOWING COURSE PROPOSALS
FROM THE SCHOOL OF ENGINEERING AND TECHNOLOGY

1. NEW COURSES:

Engineering:
ENGR 302 Plastics (2)
ENGR 515 Digital Signal Processing (3)

Engineering Technology Department:
ET 357 Industrial Engineering (3)
ET 448 Comp Peripheral Maint (2)
ET 449 Microprocessor Tech (2)
MP 324 Machine & Prod Analysis (2)
WELD 157 Welding Survey (1)
WELD 240 Addtl Welding Lab (1)
WELD 251 Materials Evaluation (1)

Environmental Engineering Dept:
ENVE 310 Weather & Climate (3)
ENVE 322 Solar Energy Thermal Proc (3)
ENVE 365 Env Management & Urban Syst (2)

Industrial Engineering Dept:
IE 415 Engineering Economy (2)

Mechanical Engineering Dept:
ME 237 Fundamentals of Mech Des (4)
ME 304 Thermodynamics III (3)
ME 343 Fluid Mech Lab (1)
ME 456 Heat Exchanger Des (4)
ME 440 Thermal Sys Des (3)

Metallurgical & Welding Engineering Dept:
MET 314 Materials for EI Engr (3)
MET 430 Principles of Weld Eng (3)

Transportation Engineering Dept:
TE 123 Transpor Fund (2)
TE 436 Personal Rapid Transit (3)

Industrial Technology Dept:
IT 472 Selected Adv Topics (1-4)
IT 131 Basic Auto Service (2)
IT 135 Motorcycle Fund (2)
IT 141 Plastics Proc & Appl (1)
IT 162 Wood Proc & Applic (1)
IT 165 Drafting Basics IE 92
IT 250 Automotive Power (4)

2. Significant Non-Editorial Changes:

Aeronautical Engineering Dept:
AE 404, 408, 415

Electronic & Electrical Engineering Dept:
EL 320, 420, 427, EE 321, 334, EL 207

Engineering:
Engr 261, 352

Environmental Engineering Dept:
ENVE 403, 361, 362

Industrial Engineering Dept:
IE 101, 123, 141, 201, 202, 204, 214, 222,
233, 239, 251, 304, 312, 334, 401,
408, 409, 414, 417, 419, 420, 421, 425,
430, 441, 442.

Mechanical Engineering Dept:
ME 302, 303, 317, 341, 342, 410, 422, 428,
441.

Metallurgical and Welding Engineering Dept:
ME 121, 222, 223, 235, 301, 302, 303, 306,
324, 325, 326, 341, 421, 422, 423, 424,
425, 426, 434, 435, 436.

Transportation Engineering Dept:
TE 328.

Industrial Technology Dept:

3. Courses to be Dropped:

Electronic & Electrical Engineering Dept:
EL 304, 322.

Engineering Technology Dept:
WELD 752.

Industrial Engineering Dept:
IE 111, 215, 231, 404, 411, 412, 429, 434,
438, 451.

4. Significant Changes in Curriculum:

Aeronautical Engineering Dept:
a. Add IE 415
b. Drop HUM 402

Engineering Technology Dept:
c. Add 3 Units elective
d. Drop EnvE 231, 232.

Industrial Engineering Dept:
a. Drop Hum 402

Mechanical Engineering Dept:
a. Drop Phys 421 - add ME course

Transportation Engineering Dept:
a. Drop MT 142

Industrial Technology Dept:
a. Drop EC 212 from req.
b. Change from 63 to 60 G.Ed units

5. Additional Changes:
a. Changing Transportation Engineering Major to Civil Engineering
major and CE prefixes.

Att. III-D1, 5/25/76
1. MET 461, 462 - change from 120 hours total to 100 hours
   Reason: not in conformance with University policy on
   senior projects

2. IT 550 - new course - Industrial Org & Funct (3)
   Reason: duplication with existing courses: MGT 312, 513,
   IE 421, MGT 311, 413, 414.
Memorandum

To: Academic Senate

Date: April 30, 1976

File No.: 

Copies: 

From: Personnel Policies Committee

Subject: Re-assignment of Department Heads

We propose the following addition to CAM because we feel that the faculty should have procedures with which to initiate re-assignment of an unsatisfactory department head:

315.5E The appointment of an instructional department head can be terminated by the University President. Under some circumstances the tenured and probationary faculty of a department may become concerned with the stewardship of a department head for failing to provide desired professional and academic leadership or for other reasons. If a majority of the tenured and probationary faculty of a department determines after meeting as a complete group that it is necessary to recommend review of the performance of a department head with a view towards termination of the appointment, such a recommendation should be made in writing to the University President. The recommendation should provide a basis for review of the department head and contain a statement of reasons for requesting the termination of the department head's appointment together with evidence substantiating the recommended action. Upon receipt of a recommendation from a majority of the tenured and probationary faculty of a department to terminate the department head’s appointment, the University President will consult with the Vice President for Academic Affairs, the appropriate school dean, the tenured and probationary faculty of the affected department, and the department head concerned prior to taking action on the recommendation.

Att. IV-G, 5/11/76
Ac.Senate Agenda
Endorsement of late submittals:

Electronic & Electrical Engr. Dept:

New - EL 404 Microprocessors (3)
EL 406 Microproc. lab (1)

Sign. Changes -
EE 404 P; EE 406, 407 T; EE 410,411 T; EE 414 P;
EE 417 P; EE 431 P; EE 462,1 P, EL 307 P; EL 319 D;
EE 351; EL 405, 408, 412, 420, 424, 436 451, 456,
461, 462 all Prereq; Engr 511, 519 P; Engr 522 D;
Engr 527 P.

Library:

New - Library 302 Library Resources for Planning and
Urban Design (1)
Library 301 Lit of Science, Technology and Agri-
culture (1)

Endorsement of Deferred items:

Economics Dept:

EC 323 European Economic History - as modified after con-
sultation with History Dept.
EC 582 Seminar in Ec - T,D.

Political Science Dept:

PSci 270 Politics Through Film - changed to be repeatable
to 4 units.

Psychology Dept:

Psy 251 Lab in Group Activities change U, D.

Physical Education Dept:

Withdrawal of proposed option in Sports Communication

Industrial Technology Dept:

EC 212 not listed as Gen Ed requirement but still required
for graduation in major.

Physics Dept:

New - Phys 201,2 Electronics for Physical Scientists (2,2)
(vote 4y, 3n) replaces Phys 206(3).

Architecture
LA 301, 502, and 503 approved as edited.
Late Submittal from Child Development Dept:

Endorsed: CD 103 T, D; CD 239 D; CD 404 P; CD 430 from 3 lab to 1 lect 2 lab; CD 453 U.

Footnotes p 171, 172 of catalog

Not Endorsed: CD 400 - change from permission of instructor to permission of dept head.

(vote 2yes, 3 no, 2 abs)
ACADEMIC SENATE CURRICULUM COMMITTEE

Recommends Approval of the Following Departmental Proposals From the School of HUMAN DEVELOPMENT AND EDUCATION

1. New Courses

Physical Education
- PE 190 Intercollegiate Softball (1)
- PE 200 Special Problems for Undergrads (2)
- PE 233 Fundamentals (1)
- PE 252 Beginning Athletic Trng (2)
- PE 298 Officiating Baseball/Softball (1)
- PE 324 Ad. Ath. Trng & Rehab. Fall (2)
- PE 325 Ad. Ath. Trng & Rehab. Winter (2)
- PE 326 Ad. Ath. Trng & Rehab. Spring (2)
- PE 340 Coaching Indiv. Sports (2)
- PE 341 Coaching Team Sports (2)
- PE 344 Coaching Power Volleyball (2)
- PE 385 Choreography (3)
- PE 410 Psy. of Coaching (3)
- PE 425 Curriculum & Methods of Health Ed. (2)
- PE 437 Dir. Field Work (Max. 6 units) (3)
- PE 454 Seminar in Sports Med. (3)
- PE 477 Ballet Intermediate (1)
- PE 124 Jazz Dance Beginning (1)
- PE 125 Jazz Dance Intermediate (1)
- PE 132 Racquetball Beginning (1)
- PE 133 Racquetball Intermediate (1)
- PE 135 Sailing (1)
- PE 147 Team Handball (1)
- PE 155 Basic Rhythms (1)
- PE 156 Aquafitnes (1)
- PE 159 Hatha Yoga (1)

Education
- ED 350 (3) ED 576 (3) ED 564 (3)
- ED 566 (3) ED 480 (3) ED 481 (3)
- PE 350 (3)

Psychology
- PSY 320 (3)
- PSY 456 (3)

Home Economics
- HE 220 Contemporary Textile Products (3)
- HE 224 (3) HE 225 (3)
- HE 428 (3) HE 440 (1-12)
- HE 582 Seminar (1)

2. Courses to be DROPPED

Physical Education
- PE 179 Speedball (1)
- PE 176 Rhythmic Gymnastics (1)
- PE 128 Badminton Advanced (1)
- PE 141 Swimming Intermediate (1)
- PE 142 Swimming Advanced (1)
- PE 143 Tennis Beginning (1)
- PE 144 Tennis Intermediate (1)
- PE 145 Tennis Advanced (1)
- PE 147 Trampoline/Trampoline Ad. (1)
- PE 149 Volleyball Advanced (1)
- PE 163 Badminton Beginning (1)
- PE 154 Badminton Advanced (1)
- PE 166 Basketball Advanced (1)
- PE 175 Jogging (1)
- PE 167 Conditioning (1)
- PE 182 Swimming Intermediate (1)
- PE 183 Swimming Advanced (1)
- PE 185 Tennis Advanced (1)
- PE 432 Ath. Trng & Massage (2)
- PE 436 Coach. Women's Sports (2)
- PE 424 Basketball/Volleyball (2)
- PE 423 Field Sports (2)
- PE 424 Gymnastics (2)

3. Significant Non-Editorial Changes

Physical Education
- PE 260 (397), 278, 290 (390), 292 (391), 294 (394), 296, 297 (396)
- General Activities—see Attachment A.

Psychology
- PSY 202, 251, 311, 401, 454, 455

Home Economics
- HE 237, 247, 326, 328, 332, 333, 413

Education
- ED 430, 440, 443, 541, 546

Changes in Current Curriculum

Physical Education
  1. Major & Support Requirement
  3. Deletions and/or Addition of Courses from other Departments

Liberal Studies
- Junior Year: Change Am. Lit. (Engl 311, 12) (4, 4) to (Engl 300-400 Level Lit) (4, 4)
- Senior Year: Change restricted electives: Sign. Writers (Engl 414, 417 or 418) or Speech Pract. (Sp 406) (4) to restricted elective from Engl (300-400 level lit) or Speech Pract. (Sp 406) (4)

Home Economics
- Masters in Home Ec. requirement of Stat 512.

Options or Concentrations

Physical Education

Education
- 1) Early Childhood Education (K-Primary Ed.)
- 2) Special Education.

Home Economics
- 1) Clothing and Textiles.
- 2) Interior Design.
- Master of Science Degree Program specialization in Dietetics-Food Ad.

RECOMMENDED DISAPPROVAL

1. PSY 302 Psy of Bus. and Indus.
   Reason: Other depts. serviced.
### General Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Apparatus</td>
<td>PEM 118</td>
<td>Equipment for exercise.</td>
</tr>
<tr>
<td>102 Apparatus</td>
<td>PEM 119</td>
<td>Additional apparatus.</td>
</tr>
<tr>
<td>108 Basketball</td>
<td>PEM 120</td>
<td>Playing basketball.</td>
</tr>
<tr>
<td>118 Folk Dance</td>
<td>PEM 121</td>
<td>Participating in folk dances.</td>
</tr>
<tr>
<td>119 Handball</td>
<td>PEM 122</td>
<td>Engaging in handball games.</td>
</tr>
<tr>
<td>110 Tennis</td>
<td>PEM 123</td>
<td>Playing tennis.</td>
</tr>
<tr>
<td>116 Figure Control</td>
<td>PEM 124</td>
<td>Practicing figure control.</td>
</tr>
<tr>
<td>114 Field Hockey</td>
<td>PEM 125</td>
<td>Playing field hockey.</td>
</tr>
<tr>
<td>115 Softball</td>
<td>PEM 126</td>
<td>Playing softball.</td>
</tr>
<tr>
<td>151 Volleyball</td>
<td>PEM 127</td>
<td>Participating in volleyball.</td>
</tr>
<tr>
<td>180 Archery</td>
<td>PEM 128</td>
<td>Practicing archery.</td>
</tr>
<tr>
<td>104 Badminton</td>
<td>PE 129</td>
<td>Playing badminton.</td>
</tr>
<tr>
<td>109 Bowling</td>
<td>PE 130</td>
<td>Participating in bowling.</td>
</tr>
<tr>
<td>110 Cycling</td>
<td>PE 131</td>
<td>Engaging in cycling.</td>
</tr>
<tr>
<td>112 Fencing</td>
<td>PE 132</td>
<td>Practicing fencing.</td>
</tr>
<tr>
<td>113 Fencing</td>
<td>PE 133</td>
<td>Advanced fencing.</td>
</tr>
<tr>
<td>121 Golf</td>
<td>PE 134</td>
<td>Playing golf.</td>
</tr>
<tr>
<td>122 Golf</td>
<td>PE 135</td>
<td>Advanced golf.</td>
</tr>
<tr>
<td>125 Judo</td>
<td>PE 136</td>
<td>Practicing judo.</td>
</tr>
<tr>
<td>126 Judo</td>
<td>PE 137</td>
<td>Advanced judo.</td>
</tr>
<tr>
<td>127 Modern Dance</td>
<td>PE 138</td>
<td>Participating in modern dance.</td>
</tr>
<tr>
<td>129 Modern Dance</td>
<td>PE 139</td>
<td>Advanced modern dance.</td>
</tr>
<tr>
<td>130 Orienteering</td>
<td>PE 140</td>
<td>Engaging in orienteering.</td>
</tr>
<tr>
<td>136 Skin and Scuba Diving</td>
<td>PE 141</td>
<td>Participating in skin diving and scuba diving.</td>
</tr>
<tr>
<td>175 Square Dance</td>
<td>PE 142</td>
<td>Engaging in square dance.</td>
</tr>
<tr>
<td>143 Senior Life Saving</td>
<td>PE 143</td>
<td>Practicing senior life saving.</td>
</tr>
<tr>
<td>144 Swimming</td>
<td>PE 144</td>
<td>Participating in swimming.</td>
</tr>
<tr>
<td>145 Swimming</td>
<td>PE 145</td>
<td>Advanced swimming.</td>
</tr>
<tr>
<td>158 Swimming</td>
<td>PE 146</td>
<td>Participating in swimming.</td>
</tr>
<tr>
<td>146 Sym. Swimming</td>
<td>PE 147</td>
<td>Advanced swimming.</td>
</tr>
<tr>
<td>149 Tennis</td>
<td>PE 148</td>
<td>Participating in tennis.</td>
</tr>
<tr>
<td>152 Volleyball</td>
<td>PE 149</td>
<td>Engaging in volleyball.</td>
</tr>
<tr>
<td>103 Archery</td>
<td>PE 150</td>
<td>Practicing archery.</td>
</tr>
<tr>
<td>107 Badminton</td>
<td>PE 151</td>
<td>Participating in badminton.</td>
</tr>
<tr>
<td>111 Fencing</td>
<td>PE 152</td>
<td>Practicing fencing.</td>
</tr>
<tr>
<td>115 Field Hockey</td>
<td>PE 153</td>
<td>Participating in field hockey.</td>
</tr>
<tr>
<td>120 Handball</td>
<td>PE 154</td>
<td>Engaging in handball.</td>
</tr>
</tbody>
</table>

**ATTACHMENT A.**
WHEREAS, the Academic Senate, the Academic Council, and the President approved the Concentration in Legal Assistance within the Political Science major in 1974;

WHEREAS, the Chancellor's Office was notified of the above approvals on August 9, 1974, and accordingly the concentration is properly noted as available to Cal Poly students on pages 177 and 178 of the 1975-76 Cal Poly catalog;

WHEREAS, advice was received from the Chancellor's Office in September of 1975 that Cal Poly students should not be enrolled in this concentration. The reason given was a disagreement concerning the proper use of the terminology, Legal Assistance, since this might refer to a person with a two-year post-high school education;

WHEREAS, a proposal to change the title of the concentration to Pre-Law as a reasonable way to overcome the terminological problem with no change in the requirements was transmitted to the Chancellor's Office in November of 1975;

WHEREAS, no question has been raised about the occupational appropriateness or the academic rigor of the concentration;

BE IT THEREFORE RESOLVED that the Academic Senate does recommend to the President that he urge the Chancellor to clear up this terminological question without undue delay in order to facilitate the proper graduation of Cal Poly students.
TITLE IX STUDENT GRIEVANCE PROCEDURES

I. General Policy:

It is the policy of the [name of campus] to comply with the Title IX Regulations adopted by the Department of Health, Education and Welfare. Accordingly, any student who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the campus Title IX Officer and such other persons as may be identified by the Title IX Officer. If such discussions do not resolve the matter, the student may then initiate a grievance.

II. Grievance:

A grievance is initiated by completing the "Title IX Complaint Form" (these forms may be obtained from the Title IX Officer or from the Dean of Students), and by filing the completed form with the Title IX Officer. The Title IX Officer may assist the grievant in completing the Title IX Complaint Form but will not serve as an advocate for the grievant. When the Title IX Officer receives the completed form, he or she will, upon verification that the grievant is a student, sign and date the form and forward a copy of it to the grievant, to each member of the campus community named in the complaint, to any other person the Title IX Officer believes would be interested in responding to the complaint, and to the campus President. Upon receipt of a complaint, the President may designate any officer of the campus other than an attorney as the Title IX Coordinator to represent the President and the campus.

Any person to whom a copy of the complaint is forwarded may respond to the complaint. Copies of all responses received by the Title IX Officer will be forwarded to the grievant.

As soon as reasonably possible after receipt of the complaint, the Title IX Officer will request the President to designate an Administrative Officer to review the complaint and any responses to the complaint. The Administrative Officer should, insofar as possible, have had no prior involvement in the matters that led to the complaint. The grievant and the President shall rule on all challenges for cause.

Upon being designated, the Administrative Officer shall conduct an initial review of the grievance to determine if the complaint:

(a) Allege[s] facts which, if true, would demonstrate a violation of the Title IX Regulations.

---

1/ A sample Complaint Form is attached.
2/ In the alternative, the President may designate a committee which shall function as the Administrative Officer by majority vote.
3/ Every reference to "Title IX Officer" will be changed to read Title IX Coordinator.
(b) Contains allegations that appear to be substantially credible;

(c) Addresses a violation which, if it exists, results in a personal wrong to the grievant;

(d) Was timely filed; and

(e) Is not frivolous.

If the complaint does not meet all of these standards, the Administrative Officer must terminate the grievance. Any such termination is final.

If the Administrative Officer does not terminate the grievance after an initial review, he or she shall schedule a meeting with the grievant, any member of the campus community whom the Administrative Officer believes to be interested in the complaint (hereafter referred to as an interested person), and any person appointed by the President to represent the campus. At the meeting the grievant and each interested person may be represented by any person other than an attorney. The purpose of the meeting is to afford the grievant an opportunity to persuade the Administrative Officer that the charges made in the complaint are true and that appropriate relief should be granted.

As soon as reasonably possible after the meeting, the Administrative Officer will determine whether a violation of Title IX has been demonstrated and, if so, whether the requested relief should be granted. If the Administrative Officer determines that some remedial action should be taken, he or she will make an appropriate recommendation to the campus President. Such relief need not be limited to that requested by the grievant and may include a change in campus policy.

The President may accept, reject, or modify the recommendation of the Administrative Officer, and the President's decision shall be final. The President will advise the grievant and all others involved of his or her decision. If the President determines that a violation of Title IX exists but that the violation is a result of systemwide policy or other reasons beyond the control of the campus, the President shall make an appropriate recommendation to the Chancellor.

III. Meeting Procedures:

A. Conduct.

The Administrative Officer will make all rulings on matters relating to the conduct of the hearing, including:

(1) Matters regarding admission of evidence:
(2) The calling and questioning of witnesses;

(3) Whether the meeting shall be open or closed;

(4) Whether a tape recording of the meeting or notes of the meeting kept by the Administrative Officer will serve as the official record of the meeting. The grievant will be given a copy of the official record of the meeting upon request, provided the campus is reimbursed for its expense in providing the copy.

The Administrative Officer will maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard he or she may eject or exclude any person who refuses to be orderly.

B. Access to Campus Records.

The Administrative Officer, upon request of the grievant, the campus representative or any interested person, may obtain copies of all campus records which are relevant to the complaint and which may lawfully be released by the campus. The Administrative Officer will refuse to obtain such records if he or she determines that the burden of producing them outweighs the probative value of the records.

C. Legal Advice.

The Administrative Officer may on the basis of his or her own need, or at the request of the grievant, the campus representative or any interested person, request legal advice from the Office of General Counsel.

D. Retention of Records.

All grievance records shall be retained for a period of three years pursuant to Section 86.3 (d) of the Title IX Regulations.

IV. Time for Filing Complaint:

The Title IX Officer will refuse to investigate, and the Administrative Officer will refuse to review, any allegations in a complaint which:

A. Are based on events that occurred prior to July 21, 1975 (the effective date of the Title IX Regulations); or

B. Are based on events that occurred more than 180 calendar days prior to the date the complaint was filed, if the grievant knew or should have known of the occurrence of such event. If the grievant did not know, or should not have known
of the event when it occurred, the 180 calendar
days shall begin to run as of the date the
grievant knew or should have known of the
ocurrence of the event, provided that in no event
will an allegation be reviewed if it arises out of
events that occurred more than one year prior to
the date the complaint was filed.

V. Standing to File a Grievance:

The Title IX Officer will refuse to investigate, and the
Administrative Officer will refuse to review, any complaint
filed by a person who is not a student at the time of
filing the complaint unless the complaint is filed by a
person who, although not a student at the time of filing of
the complaint, was a student within thirty days prior to the
date on which he or she filed the complaint.

Notwithstanding any other provision of this Section V, the
Title IX Officer may investigate and the Administrative
Officer may review, any complaint filed by a former student
when, in his or her judgment, fairness compels such conclusion.

VI. Definitions:

For purposes of these procedures, the following definitions
shall control the interpretation of the terms set out
below:

A. Title IX Regulations.

Title IX Regulations are the administrative regulations
adopted by the Department of Health, Education and
Welfare (DHEW) pursuant to Title IX of the Education
Amendments of 1972. The regulations are found in
Part 86 of Title 45 of the Code of Federal Regulations.
(45 C.F.R. 86, et seq.)

B. Student.

Student means a person who has gained admission to
the campus. Student also means a person who is
considered a continuing student pursuant to campus
regulations.

C. Admission.

Admission means selection for full-time or part-time
regular, special, extension, external, associate,
transfer, exchange, or any other enrollment, membership,
or matriculation in or at any educational program or
activity of the campus.
D. Grievance.

Grievance means a complaint filed by one or more grievants which alleges a violation of one or more provisions of the Title IX Regulations.

E. Grievant.

Grievant means a student who alleges that he or she is personally wronged as a result of an alleged violation of the Title IX Regulations.

F. President.

President means the campus President or the designee of the campus President.
TITLE IX COMPLAINT FORM - STUDENT

(Sample)

1. Name: [______________________] If the complaint is filed by more than one person, all such persons must be identified.

2. Date most recently admitted as a student: [______________].

3. Nature of complaint: [________________________________________].

4. Sections of Title IX Regulations that you allege have been violated (specific sections must be identified): [______]

5. Facts relevant to complaint: [__________________________________________].

6. Relief requested: [________________________________________].

7. Have you brought your Title IX complaint to the attention of those who have taken the action about which you now complain? [_____] If not, why not? [______] If so, what was the response of such person(s)? [______]

8. Is there any other information you wish to present at this time? [__________________________________________].

9. Are there any documents you wish to be considered? If so, please attach a copy of such documents to this form.
Title IX mandates that each campus have grievance procedures for students, faculty and staff. We have such procedures for faculty and staff, but do not yet have any for students. The Chancellor's Office has drafted model Student Grievance Procedures (copy included) which are to be modified according to each campus' needs.

I have modified those model procedures to designate our Fairness Board as the actual hearing body (the model procedures suggest an "Administrative Officer"). My modifications are included with this memo with my additions underlined and my deletions struck out.

I recommend that you seek whatever consultation on my proposal that you deem appropriate so that a finalized set of Title IX Student Grievance Procedures may be issued as an Administrative Bulletin before July 21, 1976.
I. General Policy:

It is the policy of California Polytechnic State University to comply with the Title IX Regulations adopted by the Department of Health, Education, and Welfare. Accordingly, any student who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the campus Title IX Coordinator and such other persons as may be identified by the Title IX Coordinator. If such discussions do not resolve the matter, the student may then initiate a grievance.

II. Grievance:

A grievance is initiated by completing the "Title IX Complaint Form - Student" (these forms may be obtained from the Title IX Coordinator or from the Dean of Students), and by filing the completed form with the Title IX Coordinator. The Title IX Coordinator may assist the grievant in completing the Title IX Complaint Form but will not serve as an advocate for the grievant. When the Title IX Coordinator receives the completed form, he or she will, upon verification that the grievant is a student, sign and date the form and forward a copy of it to the grievant, to each member of the campus community named in the complaint, to any other person the Title IX Coordinator believes would be interested in responding to the complaint, to the Chairperson of the Fairness Board, and to the campus President. (See CAN Appendix XI for a listing of Fairness Board members.) Upon receipt of a complaint, the President may designate any officer of the campus, other than an attorney or the Title IX Coordinator, to represent the President and the campus.
Any person to whom a copy of the complaint is forwarded may respond to the complaint. Copies of all responses received by the Title IX Coordinator will be forwarded to the grievant and to the Chairperson of the Fairness Board.

As soon as reasonably possible after receipt of the complaint, the Chairperson of the Fairness Board will cause the Fairness Board to review the complaint and any responses to the complaint. The Fairness Board should, insofar as possible, have had no prior involvement in the matters that led to the complaint. The grievant may challenge any member of the Fairness Board for cause. The President shall rule on all challenges for cause (such challenges shall be submitted through the chairperson of the Fairness Board to the President). In conducting all facets of a Title IX grievance, a quorum of the Fairness Board's members must be present; a quorum shall consist of two-thirds of the members of the Fairness Board as identified by CAM Appendix XI, after deducting one member for each successful challenge for cause. If a quorum is present, a majority vote of those present will decide all issues. The Chairperson of the Fairness Board shall cause notification to be sent to all Fairness Board members whenever a Title IX grievance meeting has been scheduled.

The Fairness Board shall conduct an initial review of the grievance to determine if the complaint:
(a) Alleges facts which, if true, would demonstrate a violation of the Title IX Regulations;
(b) Contains allegations that appear to be substantially credible;
(c) Addresses a violation which, if it exists, results in a personal wrong to the grievant;
(d) Was timely filed; and
(e) Is not frivolous.

If the complaint does not meet all of these standards, the Fairness Board must terminate the grievance. If the Fairness Board determines that a grievance should be terminated, the Chairperson of the Fairness Board will make an appropriate recommendation to the campus President and the President's decision shall be final.

If the Fairness Board does not terminate the grievance after an initial review, the Chairperson of the Fairness Board shall schedule a meeting with the grievant, any member of the campus community whom the Fairness Board believes to be interested in the complaint (hereafter referred to as an interested person), and any person appointed by the President to represent the campus. At the meeting the grievant and each interested person may be represented by any person other than an attorney. The purpose of the meeting is to afford the grievant an opportunity to persuade the Fairness Board that the charges made in the complaint are true and that appropriate relief should be granted.

As soon as reasonably possible after the meeting, the Fairness Board will determine whether a violation of Title IX has
been demonstrated and, if so, whether the requested relief should be
granted. If the Fairness Board determines that some remedial action should be taken, the Chairperson of the
Fairness Board will make an appropriate recommendation to the campus
President. Such relief need not be limited to that requested by the
grievant and may include a change in campus policy. When the Fairness
Board determines that no action should be taken, the Chairperson of the
Fairness Board will make an appropriate recommendation to the campus
President.

The President may accept or reject the recommendation of the Fairness Board, and the President's decision shall be final. The President will advise the grievant and all others involved of his or
her decision. If the President determines that a violation of Title IX
exists but that the violation is a result of systemwide policy or other
reasons beyond the control of the campus, the President shall make an
appropriate recommendation to the Chancellor.

III. Meeting procedures:

A. Conduct.

The Fairness Board will make all rulings on matters relating to the conduct of the hearing, including:

(1) Matters regarding admission of evidence;
(2) The calling and questioning of witnesses;
(3) Whether the meeting shall be open or closed;
(4) Whether a tape recording of the meeting or notes of the meeting
kept by the Chairperson of the Fairness
Board will serve as the official record of the meeting. The grievant will be given a copy of the official record of the meeting upon request, provided the campus is reimbursed for its expense in providing the copy.

The Chairperson of the Fairness Board will maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard he or she may eject or exclude any person who refuses to be orderly.

B. Access to Campus Records.

The Fairness Board, upon request of the grievant, the campus representative or any interested person, may obtain copies of all campus records which are relevant to the complaint and which may lawfully be released by the campus. The Fairness Board will refuse to obtain such records if it determines that the burden of producing them outweighs the probative value of the records.

C. Legal Advice.

The Fairness Board may on the basis of its own need, or at the request of the grievant, the campus representative or any interested person, request legal advice from the Office of General Counsel.

D. Retention of Records.

All grievance records shall be retained for a period of three years pursuant to Section 36.3 (d) of the Title IX Regulations.
IV. Time for Filing Complaint:

The Title IX Coordinator will refuse to investigate, and the Fairness Board will refuse to review, any allegations in a complaint which:

A. Are based on events that occurred prior to July 21, 1975 (the effective date of the Title IX Regulations); or

B. Are based on events that occurred more than 180 calendar days prior to the date the complaint was filed, if the grievant knew or should have known of the occurrence of such event. If the grievant did not know, or should not have known of the event when it occurred, the 180 calendar days shall begin to run as of the date the grievant knew or should have known of the occurrence of the event, provided that in no event will an allegation be reviewed if it arises out of events that occurred more than one year prior to the date the complaint was filed.

V. Standing to File a Grievance:

The Title IX Coordinator will refuse to investigate, and the Fairness Board will refuse to review, any complaint filed by a person who is not a student at the time of filing the complaint unless the complaint is filed by a person who, although not a student at the time of filing of the complaint, was a student within thirty days prior to the date on which he or she filed the complaint.

Notwithstanding any provision of this Section V, the Title IX Coordinator may investigate and the Fairness Board may review, any complaint filed by a former student when, in the Title IX Coordinator's and the Fairness Board's judgment, fairness compels such conclusion.
VI. Definitions:

For purposes of these procedures, the following definitions shall control the interpretation of the terms set out below:

A. Title IX Regulations.

Title IX Regulations are the administrative regulations adopted by the Department of Health, Education, and Welfare (DHEW) pursuant to Title IX of the Education Amendments of 1972. The regulations are found in Part 86 of Title 45 of the Code of Federal Regulations. (45 C.F.R. 86, et seq.)

B. Student.

Student means a person who has gained admission to the campus. Student also means a person who is considered a continuing student pursuant to campus regulations.

C. Admission.

Admission means selection for full-time or part-time regular, special, extension, external, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at any educational program or activity of the campus.

D. Grievance.

Grievance means a complaint filed by one or more grievants which alleges a violation of one or more provisions of the Title IX Regulations.

E. Grievant.

Grievant means a student who alleges that he or she is personally wronged as a result of an alleged violation of the Title IX Regulations.
F. President.

President means the campus President or the designee of the campus President.
1. Name: ___________________________ If the complaint is filed by more than one person, all such persons must be identified.

2. Date most recently admitted as a student: ___________________________.

3. Nature of complaint: ____________________________________________

4. Sections of Title IX Regulations that you allege have been violated (specific sections must be identified): ____________________________________________

5. Facts relevant to complaint: ____________________________________________

6. Relief requested: ____________________________________________

7. Have you brought your Title IX complaint to the attention of those who have taken the action about which you now complain? ______ If not, why not? ______ If so, what person(s) did you contact and what was the response of such person(s)?

8. Is there any other information you wish to present at this time? ____________________________________________

9. Are there any documents you wish to be considered? If so, please attach a copy of such documents to this form.

If the space provided is inadequate to allow you to answer any portion(s) of this form, please use additional pages and include them when you file your complaint with the Title IX Coordinator.