
SUBJECT: GRADES AND GRADING

PURPOSE: To establish basic policies for the evaluation of student performance and the assignment of grades

GENERAL POLICY

I. ASSIGNMENT OF GRADES

It is the right and responsibility of the course instructor to determine and assign the grade for each student beyond the final date for withdrawing with a "W". Individual instructors are expected to assign grades equitably and consistently in accordance with the standards established by the faculties of the various departments. There is no "university curve" or table of numerical equivalents of letter grades to which a faculty member must adhere.

The instructor's assignment of a grade is final except as noted below:

In extraordinary circumstances that make it impossible for the instructor to fulfill the responsibility of determining a course grade, the administrative official having immediate jurisdiction (usually the department chair) shall assign the grade. In such cases, the grade of "P" (or "WP") may be given for work of at least "C" quality.

II. EVALUATION OF STUDENT PERFORMANCE

Faculty members are expected to provide a course syllabus to their students (with a copy to their department chair) during the first week of classes of each semester. (See PS 240.)

At any point in the semester, an instructor should be able to explain a student's standing in the course, that is, grades assigned to that point. Following completion of the course, the student is to be provided, upon request, a review of his examination and explanation of the final grade, and the method by which it was determined; this review is to include an accounting of all other unreturned work. Unreturned graded material should be kept on file for at least 6 months after the end of the course. Faculty members who leave the campus during this period should file such material in their department office.

The student's work that is turned in to the instructor will be returned in a timely fashion. The purpose of this is to provide students with feedback in order to improve their performance in their courses.

III. BASIS OF GRADES

Grading must be based on work that is assigned and evaluated equitably and consistently, with no special consideration given to individual students unless justified by disability or excused absence. Individual students should not, for example be allowed to take on "extra credit" projects, spend extra time in laboratories, or present themselves for re-examination or special examination unless the same options are available to the entire class on the same terms.

While it is appropriate (and indeed inevitable) that the instructor should exercise subjective judgment in determining grades, particularly in "borderline" cases, the judgment should be based solely on academic considerations. Grades must not be utilized as coercive or punitive measures reflective of a student's behavior, attitude, personal philosophy, or other personal characteristics, except as those qualities relate directly to the student's level of mastery of the material of the course.

IV. CHANGING OF GRADES

Once submitted to Enrollment Services, a grade may not be changed except as follows:

- A. Completion of an "I"
- B. Correction of an error in computation
- C. Through academic appeal procedure (PS 207)

If the mechanisms outlined in PS 207 are followed, appropriate forms/correspondence must accompany the change of grade form.

V. USE OF STUDENT WORKERS IN GRADING OF PAPERS

Student workers may be used by faculty to score classwork, homework and examination papers only under the following conditions:

- A. The assignment or examination must be of a type that can be scored objectively, i.e. multiple choice, true/false, one correct answer, etc.
- B. Complete anonymity is maintained. Students should identify their papers with numbers or a code word rather than their names. A complete social security number should not be used as an identifying number on a paper.
- C. Student workers will not be used to construct examinations, make copies of examinations, proctor examinations, compute grades, record grades, or post permanent ledgers.
- D. Student workers will grade papers only while under the immediate supervision of a faculty member.

The overall supervision of all assigned duties of student workers is the responsibility of the appropriate department chair and these duties should be monitored closely.