

## **GENERAL POLICY**

Grading policies, as aspects of the total educational policy of the University, are determined by the faculty subject to the authority of the Board of Supervisors. The grading system is described in detail in the current issue of the General Catalog, for both undergraduate and graduate students.

## **ASSIGNMENT OF GRADES**

It is the right and responsibility of the instructor in a course to determine and assign the grade for each student in the course 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 colleges and schools. There is no "University curve" or other table of numerical equivalents of letter grades to which a faculty member must adhere.

In extraordinary circumstances which make it impossible for the instructor to fulfill the responsibility of determining a course grade, the administrative officer having immediate jurisdiction (usually the department chair) shall assign the grade. In such cases the grade of P (Pass) may be given to undergraduates for work of at least C quality and to graduate students for work of B quality or better.

At the beginning of each semester, faculty members must distribute written course syllabi in all courses, both graduate and undergraduate, which must clearly state the relative weight of the component factors of the final grade. Additionally, in 4000-level courses in which instruction of undergraduates for undergraduate credit and graduate students for graduate credit is combined, syllabi should clearly set forth any different expectations of performance by students in the two groups (beyond the expectation of a 2.00 minimum gpa for undergraduates and a 3.0 minimum gpa for graduate students).

At any point in a semester, the instructor should be able to explain, on request, a student's standing in the course, that is

grades assigned to that point, the basis for the grades, and the weight of these grades in the final grade. Following completion of the course, the student is to be provided, on request, a review of his/her examination, an explanation of the final grade, and the method by which it was determined; this review is to include an accounting for all other unreturned work. Faculty members are expected to keep all unreturned student work and grade books for at least six months following termination of a course. If faculty leave the University, permanently or temporarily, their final examinations, all unreturned work, and grade books are to be deposited with the department chair to be kept for at least six months following termination of a course.

### BASIS OF GRADES

Grading must be based on work that is assigned and evaluated equitably and fairly, with no special consideration given to individual students unless justified by disability (see PS-26) or excused absence (see PS-22). Individual students should not, for example, be allowed to take on "extra credit" projects, spend extra hours 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 course material.

### CHANGING GRADES

Once submitted to the Office of Student Records and Registration, a grade may not be changed except as follows:

1. Completion of an I grade
2. Correction of an error in computation
3. Through the academic appeal procedure

If the academic appeal mechanism is followed, appropriate correspondence must accompany the change-of-grade form.