



## **FACULTY EVALUATION OF STUDENTS**

The following is a summary of practices in regard to evaluation of students at the College. See the current *Academic Procedures Manual* for more specific information.

### **Mid-term Grades**

Mid-term grades are not a permanent part of the student's record and therefore may be used by the instructor to indicate progress. It is recommended that faculty hold mid-term conferences with students explaining what students might do to improve their performance.

### **Final Examinations**

Final examinations are to be given during the established exam period which is printed in the current [Operational Guidelines](#), among other places. If an instructor feels the necessity to not conform to this schedule for whatever reason, he/she must first discuss his/her intention and receive the approval of the Chair.

### **Final Grades**

Final grades should be calculated carefully since they may be changed only if the instructor has made an error in their calculation. In such cases, a copy of the gradebook must be submitted to justify the change.

### **Gradebooks**

Instructors should maintain gradebooks as a permanent record of performance and attendance. They should be dated and labeled as to the assignment and the relative "weight" of each grade for purposes of evidence in appeal hearings and as a permanent record.

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### ***Policy Reference:***

Originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Policy references (links) updated November 7, 2006.