



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 published in the College Catalog and [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 (if applicable in accordance with the College's current attendance policy). 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.

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.

Update:

Vice Chancellor for Academic Affairs Approval - Procedural Update Due to New Attendance Policy
2/21/15