

GRADES AND EXAMS

Grading Guidelines

Grading is a critical part of ensuring student success in a class. It must be an accurate measure of learning. This is particularly important when a class is a pre-requisite for another class. Grading policies must be clearly outlined in the course syllabus and may not change during the term. An instructor should communicate regularly with all students on their progress in a course and particularly with those students whose performance does not indicate that learning is taking place at a satisfactory level to successfully complete a course.

One method that has worked well for some faculty is to use the Midterm Grade report in Atlas. This report is not limited to Midterm grades only—grades may be updated at any time after the class begins. Encourage your students to regularly check their grades here.

Submitting Grades in Atlas

Please experiment with submitting grades through Atlas prior to the final week of class. In a number of instances, faculty attempting to submit grades from a work or home computer have been blocked by their firewalls from inputting grades into Atlas. Try early in the term to determine if you can use your home or office computer to submit grades; the Midterm Grade report described above is a good place to start!

Assigning a “WP” or a “WF”

Assigning a “WP” or a “WF” for a final grade requires that you first enter a “W” grade in the Midterm Grade Report. After entering the “W”, you must wait for it to be processed, which may be 30 minutes or more depending on the backlog. To give yourself enough time, try to enter any withdrawals early in the last week of classes so that you will be able to enter the final “WF” or “WP”.

Final Exams

A final exam must be given during the regularly scheduled exam period. You MAY NOT reschedule this exam. See Important dates in this document for Exam schedule.

While all students must take the final exam or receive a WF for the course, tests for individual students may be rescheduled if the faculty member feels it is warranted. If a student petitions to take an exam early (before the start of exam week), this request must be made in writing and contain valid documentation of the need for the early exam. If the instructor approves, that should be noted on the request, and then it should be sent to the dean for approval. The faculty member will be notified if the request has been approved. The request signed by faculty member and dean must be attached to the exam when it is turned in to the testing center. Exams rescheduled during exam week are done so at the discretion of the instructor, and departmental approval is not required. If a student needs to make up an exam after the normal examination period (and the instructor approves of this), a grade of "I" should be assigned, and this grade should be changed when the exam is completed. Please make it clear to the student that any I grade may have an impact on financial aid or visa status. It is the student's responsibility to check on these things.