

### **III-1.020 Evaluation**

Each instructor has the responsibility for evaluating the achievement of his/her students. During the first week of every class, the student will be informed, in writing, of the evaluation method to be used.

Procedure:

1. During the first week of class, instructors will inform students in writing of the requirements for the course, evaluation methods and how grades are determined.
2. Instructors will provide for frequent evaluation, including the grading and prompt return of all work submitted by the students.
3. Final examinations will be administered by instructors as required and in accordance with the published examination schedules.
4. Instructors will evaluate performance in accordance with the grading scales listed in the Grading and Quality Point System policy (III-1.021). In the Health Science programs, letter grades are determined in accordance with published criteria.
5. Instructors will record final grades on the grade sheet issued by the Admissions and Records Office.
6. A student may appeal a grade to the instructor, and if no agreement is reached, to the department chair. The decision of the department chair is final.
7. To change a grade (including a grade of I upon completion of course work), an instructor will obtain a Change of Grade form from the Admissions and Records Office or division office, complete the form and return it to the Admissions and Records Office.

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