EDINBORO UNIVERSITY OF PENNSYLVANIA

ACADEMIC ASSESSMENT OF STUDENTS-Policy No. B007

Supersedes Policy B007, Dated 6/6/89 and 9/6/92

Recommended for Approved By John F. Fleischauer, Provost and Vice President for Academic and Student Affairs

Approved By Foster F. Diebold, President on October 2, 1995

Review Date: As Required

INTENT

The intent of this policy is to clarify faculty responsibilities for fair evaluation of student work and for communicating standards of academic integrity to students.

POLICY

It is recognized that FACULTY have academic freedom in the classroom in discussing their subject. Faculty members are encouraged to administer a sufficient number and variety of evaluative measures to arrive at a just appraisal of student performance. A final evaluation or culminating experience should be one of the evaluative measures administered in each course.

PROCEDURE

Each instructor should explain his/her grading procedure in writing or orally during the initial meeting of the course.

Faculty are encouraged to administer at least one graded exercise and report results to students before the end of the drop period (third week of the semester). Prior to midterm, each instructor will evaluate his/her students and submit a formal grade report to the Coordinator of Records. Copies of the student grade report will be mailed directly to each undergraduate student and provided to the student's advisor prior to the pre-registration period. A final examination, or a culminating experience having the equivalent educational value of a final examination, should be conducted in each course.

A formal grade report for each graduate and undergraduate student will be filed at the Office of Records and Registration and in the student's major department office at the conclusion of each course.