

# **BUFFALO STATE COLLEGE**

## **DIRECTORY OF POLICY STATEMENTS**

Policy Number: I:16:02

Updated: 2015

Subject: Evaluation of Students

1. Each instructor is fully responsible for evaluating the achievement of his or her students and is expected to utilize the best professional techniques and procedures for such evaluation.
2. Grading policies must be distributed within the first week of each class informing the students in writing of the academic requirements necessary for completion of the course and criteria used for assigning grades. The statement should be clear, concise, and appropriate to the specific course for which it is intended. Copies must be supplied to the department chair and dean during the first week of classes.
3. Mid-Semester Evaluations: Mid-semester appraisal of students regarding their academic standing is required. Appraisal should be by use of a mid-term grade corresponding to the grading system defined for the course. This must be done at least a week prior to the published deadline for student's withdrawal from a course. This date, which is in advance of the designated course withdrawal date, gives students the opportunity to assess their performance and, if desired, withdraw without academic penalty.
4. Instructors are responsible for safeguarding the integrity of their examinations and the examination procedure.
5. The last week of each semester is designated Critique and Evaluation Period (CEP) and is scheduled by the office of the Vice President for Academic Affairs. (Regulations governing Critique and Evaluation Period are included in Policy 1:04:01.)
6. Instructors are expected to assure that students display honesty and integrity in completing course requirements and following academic regulations.
7. Procedures for dealing with academic misconduct are covered in Policy Number VIII:05:00.