

**GRADING POLICY**

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PURPOSE

Faculty must specify in writing, as part of the syllabus, the specific grading policies for the class. Grading is the prerogative and responsibility of the faculty. Faculty are responsible for the assignment of the final course grade. The assigned grade must reflect the performance of the student in the course commensurate with the content and objectives of the course. If a student questions his or her grade, the faculty has a responsibility to discuss the matter with the student. If the faculty cannot satisfactorily resolve the matter, the student must be advised of the grievance procedures.

Should a grievance be filed, the faculty will provide assistance as necessary to process the grievance. Graded examinations, papers, and other sources of evaluation are to be available to the student for inspection and discussion. If the faculty chooses ultimately to retain these materials, they must be kept for a period of one year. If graded materials become the property of the student, then uncollected materials must be kept for one term. Adjunct faculty should arrange for storage with the department in their absence. The grade records will be retained for at least one year to provide the opportunity for review and resolution of grade disputes. In the event that through the student grievance procedure, a grade change is indicated, this change can be initiated only by the faculty, the Vice President of Instruction and Student Services or College President as appropriate to the grievance procedure and organizational structure of the college. In the event the faculty is no longer employed by the college, grade changes can be made by the Vice President of Instruction and Student Services providing there is sufficient evidence to make a change and that the faculty is not readily available for consultation.