

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:04:00

Date: September 1970

Updated: March 1987

Editorial Update: February 2005

Updated 1, 2 and 3 using Faculty Handbook 2005

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. This must be done no later than the end of the ninth week of the semester or the third week of a summer session. These dates correspond to dates for course withdrawal and thus give students the opportunity to 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.

Source of Information: *Faculty Handbook, 2005, pg. 3.12*