

EPC Proposal on Early Evaluation

24 November 2009

The proposal is to replace the following text in the Academic Guide:

**DOCUMENT H-XIX
FACULTY RESPONSIBILITIES**

[old text]: *Mid-Term Reports*

(Approved: Faculty Council 1/10/67)

Letter grade reports shall be given at mid-term for all Junior Division students. Faculty members are expected to give each undergraduate student a written evaluation of his performance as early as compatible with the nature of the course, but not later than after two-thirds of the semester or summer session have elapsed. This evidence will normally consist of a letter grade, but could also be recorded in a different manner (e.g., written critique of a paper, written evaluation of the student's total performance). In certain types of courses such as senior or honors seminars, the evaluation might be given orally. The Dean of the Faculties shall remind each faculty member of the new regulation governing grade reports at mid-term at the appropriate time each semester and each summer.

[new text]:

Early Student Evaluations

Early assessment and feedback about student progress are valuable to students, faculty, and academic advisors, allowing each to make informed decisions. Early feedback is especially valuable for beginning students, and for those taking classes outside their primary areas of interest. To prompt such feedback, all instructors of courses in which there are freshmen or University Division students, as well as instructors of General Education Common Ground courses, shall receive a request for a letter grade evaluation in the fourth week of the regular semester, with a submission deadline of Monday of the sixth week. The method by which a preliminary letter grade is determined, and the percentage of the final grade which that report represents, are decided by the instructor. This evaluation will be accessible to the student and the student's academic advisor.

Recognizing that ongoing evaluation of all undergraduate students is important, it is further recommended that all undergraduates receive a written or oral evaluation of their performance in a course as early as compatible with the nature of the course, but not later than after two-thirds of the semester has elapsed.

One further change to the Academic Guide, Section H, would need to be made, as below:

Withdrawal After Automatic Withdrawal Period

(Approved: Faculty Council 5/18/65; UFC 2/8/77)

[...]

GRADE OF "W"

Withdrawals during the Drop and Add period (e.g., during the first week of classes during a regular semester) do not become a matter of permanent record and transcript. The grade of "W" (Withdrawn, passing) will be assigned automatically for drops of undergraduate courses taken for undergraduate credit as late as the Wednesday of the ninth week of classes (or corresponding dates for eight-week classes) ~~second class day immediately following the published date for submission of mid-term grade reports.~~ After this date, the student must obtain approval from by the dean or director of the student's school is required in order to drop a class. To qualify for the grade of "W" after the deadline, a student must be passing the course(s) on the date of withdrawal. If the student is failing the course on the date of withdrawal, the grade on the date of withdrawal will be F—the instructor must assign the grade of "F." (See [DOCUMENT H-XXV](#) and Schedule of Classes.)