

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

Superseded by 05-07
NUMBER: 80-08

FILE: Grading
Policy

SUBJECT: GRADING POLICY INFORMATION

The following policy statement recommended by the Academic Senate at its meeting of May 22, 1980, and approved by the President on June 24, 1980 is as follows:

COURSE REQUIREMENT INFORMATION AND GRADING POLICY INFORMATION

Students at California State University, Long Beach, should be informed, in writing, of the requirements of any course in which they enroll and the responsibilities for fulfilling such requirements.* No later than the end of the first week of classes, students should be provided with such necessary information as:

- a. Course goals, objectives and requirements;
- b. The instructor's grading policy;
- c. Attendance requirements;
- d. The instructor's policy on due dates and make-up work;
- e. Required texts and other materials;
- f. Kinds of assignments;
- g. The availability of the instructor outside of class, including office hours and the office telephone number;
- h. Withdrawal policies.

Any changes in course plans should be communicated to students in as expedient and timely a manner as possible.

*Such information shall not constitute a contract.

GRADES AND ADMINISTRATIVE SYMBOLS

General Policy

1. University policy requires that final grades shall be based on at least three, and preferably four or more, demonstrations of competence by the student.
2. In no case shall the grade on the final examination count for more than one-third of the course grade.
3. Instructors are expected to keep a record of students' scores on each of the demonstrations of competence on which the final grade is based.
4. Students have a right to be informed promptly of their scores and to review each of their demonstrations of competence with their instructors.
5. Instructors are expected to provide students with an opportunity for demonstration of competence, relevant to the determination of their final grade in the course, as early as is reasonable and no later than the mid-point of the semester or summer session.
6. Instructors are further expected to make clear to their students during the first week of instruction what grading policies and practices will be employed in the class and what rules will apply to withdrawals.
7. If materials submitted for a demonstration of competence are not returned, these materials will be retained for one semester by the instructor or, should the instructor be on leave, by the department. A qualified instructor may be appointed by the chair, in the absence of the original instructor, to review the demonstration of competence with the student.

Effective: Immediately

DEG:rl
7/28/80