

**Policy Number/Title:** 2.2.09 Evaluation and Grading  
**Effective Since:** 04/15/2021  
**Last Revision Approved:** 04/15/2021  
**Responsible Office:** Academic Affairs

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### **1. Scope:**

This policy applies to faculty.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

It is the responsibility of all faculty members at Winthrop to assign to all of their students fair grades based on evaluation relevant to the content and purpose of the course of study and, reasonably early in the semester, to inform students of the evaluation placed upon their work. Testing procedures are generally guided by the following principles: A number of evaluations of students achievements should be made throughout any given semester. The instructor in each class is encouraged to base students final grades on at least four major evaluations. The instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances on projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately.

### **4. Procedures:**

This section was intentionally left blank.

### **5. Resources:**

This section was intentionally left blank.



**6. History of Revisions:**

04/15/2021      Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: