

EXAM AND COURSE GRADING POLICY

Prof. Johnson – Spring 2010

Posted and Effective 8 March 2010

1. Midterm exams will be handed back during a regular class period. Students have until the end of the following class period to request a re-grade on one or more questions. After this time, no scores will be adjusted. The only exception is if a student is absent on the day the midterm exam was returned or on the day of the following class. It is at the sole discretion of the professor whether or not to hear a request to re-grade a question. No guarantee is made that a change in grade will occur.
2. Only problems relating to addition of points comprising the total score may be addressed the day the midterm is handed back. Other challenges will not be heard until at least the following day.
3. If, while investigating a request made by a student to re-grade one or more questions, it is discovered that the professor should have taken off more points from that question or another question, such an adjustment may be made as well.
4. At the end of the class period in which the midterm is handed back to the students, each student must sign a document provided by the professor acknowledging that the student has received the grade indicated. If there is no signature, the right to request a re-grade is forfeited.
5. If there is a re-grade of the midterm (change of midterm grade) made during the appointed time, this must be acknowledged by student signature as well. If there is no signature, there will be no change in grade. If the professor's decision is not to change the grade, then no student signature is required.
6. The original midterm examination must be returned to the professor. The student may keep a photocopy of the exam. If the midterm examination is not returned, the grade entered will be zero. The student and professor must sign a document attesting that the midterm has been returned to the professor.
7. Requests for class assignment or quiz re-grades follow the same procedure as for the midterm examination in 1-6 above. All papers used in calculating the final grade must be turned in, as per No. 6 above, though the student may keep a copy.
8. For final examinations, final papers, or a lab practicum, the score will be made known to the students when they are allowed to see their final grades by SolBridge. Grades will not be revealed to the students before this date for any reason. Copies of the final examination will be available in Student Services or the Registrar's Office and may be seen upon request at the discretion of Student Services or the Registrar after the grades have been made available to the students.
9. Requests for re-grades of a final examination must be made by the deadline established in the SolBridge Academic Calendar (8 July 2010). Student should note that this is the last day to make changes, so it is advised that any requests be made well in advance of that date. All requests for a re-grade of final examination must be submitted in writing via email to campuschaplain@gmail.com. All other forms of request will not be accepted. After 8 July 2010, no changes will be made to any student's grades for any reason whatsoever.
10. When requesting a re-grade to a final examination, final paper, or lab practicum, students should be aware that the professor cannot change a grade, but can only submit a request to the Administration to change a grade. This requires submission of evidence by the professor that the grade is appropriate to be changed. The professor indicating to the student intent to change a grade is not a guarantee that a grade will be changed. It is entirely the student's responsibility to enquire to the SolBridge Registrar or Student Services whether or not a grade has been changed.

_____ (Full Name of Student)
_____ (SolBridge Student Number)
_____ (Course number)

I acknowledge that I have received and understand this statement of course policy.

Signature _____

Date _____