

Revision Responsibility: Executive Vice President - Provost
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [TBR Policy 2:01:00:00](#)

PURPOSE

To establish requirements and procedures for student assessments in classes.

POLICY

- I. Faculty are encouraged to use a variety of means to evaluate student performance. These evaluations must reflect concern for quality and differentiate among levels of student performance.
- II. The types of evaluations used and the frequency with which they are scheduled must provide sufficient feedback to the students during the semester to allow them to periodically assess their progress in the course. An end-of-the-course evaluation must be given or scheduled for completion during the scheduled final exam period at the end of the term.
- III. Make-up examinations, tests, and quizzes will be given to students when their absence(s) are due to:
 - A. Participation in a college-approved trip (i.e., athletic events or class field trips)
 - B. Illness or accident (verification may be requested by the instructor)
 - C. Extenuating circumstances which, in the opinion of the instructor, warrant a make-up exam
- IV. End-of-the-course evaluations, if not returned to the students, must be kept until the deadline for appealing a grade has passed. (See grade appeal procedure published in the [Columbia State Community College Student Handbook](#).)

PROCEDURES

- I. All class evaluations should be graded and returned to students in a timely manner.
- II. Faculty will conduct or schedule for completion end-of-the-course evaluations at the time published in the class schedule for that term. Requests for exceptions must be approved by the division dean prior to rescheduling the evaluation.

- III. Final laboratory evaluations will be given at the last scheduled laboratory meeting time. Requests for exceptions must be approved by the division dean prior to rescheduling the evaluation.
- IV. Students taking an in-class final examination as the end-of-the-course evaluation will take the examination at the times published in the class schedule for that term. The faculty member giving the final examination may reschedule the exam for an individual student who has two or more final examinations on the same day.