

Grade Accountability: Twin Cities, Crookston, Morris, Rochester

Policy Statement

By the start of the term, every department must identify, for each course offering, the instructor responsible for the course.

1. Instructor responsibility
 - a. The instructor who is in overall charge of a course offering is accountable for all grades given to students. Responsibility for grading or evaluating student work in a course may be assigned to a teaching assistant or grader but ultimate responsibility remains with the instructor for the course. All individuals who grade or evaluate student work in a course must have a formal affiliation with the course (e.g., as instructor of record, teaching assistant, paid grader).
 - b. Instructors in charge of a course with multiple sections or laboratories must take reasonable steps to ensure that grading across sections or laboratories is consistent.
 - c. If the instructor in charge of a course has left the institution or is no longer available, the department or academic unit has the authority to handle grades and grade changes for the course. The department or academic unit should assign a regular faculty member to be accountable for grades after the course has ended.

- d. Students in every course must be clearly informed via the syllabus or class schedule of who is ultimately responsible for assigning grades in the course.
2. Student questions about grades
 - a. Students have the right to request and receive an explanation for a grade during and after the course but have no right to challenge the academic merits of any grade.
 - b. Students may seek an explanation for a grade until the end of the following semester (not including summer ~~session~~). The instructor is obligated to provide an explanation for a grade within a reasonable time if a request is made by the end of the following semester. The instructor is not obligated to reconsider the grade.
 - c. If a student does not receive an explanation for a grade from the instructor within a reasonable time of making a request, the student may consult the director of undergraduate studies, director of graduate studies, or department chair for assistance in obtaining an explanation. Students also may seek assistance from the campus student conflict resolution office.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

This policy clarifies both the accountability and responsibility for assigning grades; and for responding to requests for explanations about the grades.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

There are no FAQs associated with this policy.

Contacts

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Definitions

Explanation of a grade

The criteria used to formulate a grade, not an automatic change of grade.

Responsibilities

Department

Identify an instructor for each course offering by the start of the term.

Instructor

- Inform students in class who is ultimately responsible for assigning a grade.
- Respond to grade inquiries and provide explanations upon request.

Related Information

There is no related information associated with this policy.

History

Amended:

November 2017 - 1. Minor edits to clarify what happens when an instructor leaves or is no longer available.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009