



ADMINISTRATIVE PROCEDURES

No. 4230.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

GRADING AND METHODS OF EVALUATION

The Board of Trustees recognizes that effective evaluation of students through a system of grades and other methods of feedback is essential for their academic progress and success. Student evaluation methods should reflect the goals and mission of the college. The Board authorizes the Academic Senate Curriculum Committee to insure that an equitable, effective, and meaningful system of student evaluation and grading is maintained for all courses offered by the college.

Grades shall be given to students in all credit classes at Mendocino College. Grades should accurately reflect students' progress during the course and their cumulative, overall performance upon completion of the course.

Evaluation of students' abilities, skills, progress, learning, and performance in classes shall include assignments that provide effective evaluative feedback throughout the duration of a course. In addition, methods of evaluation shall be varied wherever possible to support students' diverse learning styles and educational strengths and weaknesses. Appropriate and reasonable accommodations must be provided to students with documented disabilities as recommended by the Disability Resource Center.

Instructors shall clearly inform students during the first week of class, in writing on a syllabus, exactly what criteria will be used for evaluation and grading purposes and how assignments will be weighted in arriving at final course grades.

Students shall receive timely feedback about their performance on all required assignments so that they have the necessary information to maintain a desired level of performance or to take appropriate steps to improve performance as warranted.

Instructors shall be available to advise, consult with, and assist students in optimizing their academic performance and reaching their educational goals.

References: Educational Code Sections 70901, 76000, 76224
Title 5 Sections 55751-55756; 55758-55765