

## GRADE REPORTING POLICY

**1. Anonymous Grading of Examinations.** As a general practice, examinations administered during the School of Law's examination period are graded anonymously. For these types of tests, examination grades must be submitted to the Director of Admissions & Records on forms that list only the examination numbers assigned to the students for that examination period. Each faculty member's syllabus should reflect whether and which examinations, assignments, or other components of the course grade will be graded non-anonymously.

**2. Timelines of Grade Reporting.** Examination grades must be submitted to the Director of Admissions & Records no later than thirty days following the last day of the scheduled examination period. Course grades must be submitted to the University Registrar within the thirty day deadline or no later than five days following the return to the faculty member of any additional information needed for calculation of the course grade, whichever is later. Extensions of these reporting deadlines may be granted by the Dean for good cause in extraordinary circumstances.

**3. Processing Non-Anonymous Course Grade Components.** Faculty members giving anonymous examinations who wish to include non-anonymous grading components in calculating course grades must determine those non-anonymous grade adjustments before receiving the names of their students (unless the faculty member notifies students that this adjustment will be done non-anonymously). The Director of Admissions & Records will consult with the faculty member to determine course grades while maintaining anonymity of examination grades, and as soon as feasible, give the faculty member a grade report showing both examination and course grades so that the faculty member can submit the course grades within the pertinent deadlines established in paragraph 2. As part of this process, faculty members should give the Director of Admissions & Records a copy of the pertinent section of his or her syllabus relating to the adjustment.

*Enacted by the Faculty Committee on October 27, 2006; effective January 1, 2007*