

5.10 Evaluation of Student Work

All Faculty are expected to develop appropriate student evaluation procedures for their courses. In doing so, they should consider issues concerning the nature and purpose of evaluated course work, as well as the frequency and format of student evaluation practices. The WCU Faculty Senate has adopted the following guidelines as a way to promote teaching excellence among faculty and academic achievement among students:

1. Evaluation procedures should be in writing and distributed to students at the beginning of each course.
2. Students should be evaluated at frequent intervals throughout the semester. Prior to the university withdrawal deadline, at least one graded assignment should be returned to students.
3. Faculty are expected to evaluate student work in an effort to promote the development of skills in the following areas: writing, information use, critical analysis of arguments, oral communication, service learning, moral reflection and cultural diversity. These skills are the core of the liberal studies program.
4. Students should receive prompt feedback on graded course work.
5. Students should be given opportunities to review and discuss all graded course work.

The procedures established for grading review and discussion should be clearly announced to classes and should be such that the security required for examinations is preserved. Final examinations and other graded materials that contribute significantly to the final course grade which are not permanently returned to the students should be retained in the instructor's files for at least one semester following the completion of the course.

Any request by a student for a change in an official grade must be submitted to the instructor within 35 days after the end of final exams.