



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: STUDENT EVALUATION PROCEDURE

Code: DD0701

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Policy Reference: N/A

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The purpose of evaluation is two-fold: first, to enhance and facilitate student learning and second, to determine a student's achievement (i.e., grade) for each credit course.

1. Student achievement in all credit courses should be assessed by the instructor on a periodic basis throughout the semester.
2. Achievement may be determined by written or oral tests/exams and/or shop/lab/class performance on assigned tasks.
3. To facilitate student learning, the instructor's grading criteria/procedure must be stated in writing as part of the course syllabus and distributed to every student at the beginning of the semester.
4. A formalized examination or assessment of student progress must be completed at the end of the semester. The specific time period should be determined by the instructor to best facilitate learning. The nature of this assessment, i.e., cumulative, comprehensive, or targeted, should be reflective of the type of subject matter and method of instruction used.

Office of Responsibility: Executive Vice President  
Last Reviewed: Jun-2021