

FAQ's on Grading

1. What is the policy on changing grades after they have been submitted?

All grades except INCOMPLETES and IN PROGRESS are considered final when assigned by an instructor at the end of a term. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed as a result of re-evaluation of work. No final grade may be revised as a result of re-examination or the submission of additional work after the close of the term. Additional information can be found here on the [Academic Affairs and Instruction Policies](#) page under *Undergraduate Program Teaching Reference Guide* (Pages 18-19).

2. What is the policy on appealing grades?

Students must first attempt to settle a grade dispute informally through discussions with the instructor. Students may include the executive director of their degree program or another mutually accepted third party who can attempt to mediate the dispute informally.

If students are unable to reach a mutually satisfactory resolution with the instructor informally, they may pursue a formal grievance process. This process is initiated when the student presents his/her case in writing to the Haas School's grievance committee chair, who is the Haas School's Senior Assistant Dean for Instruction. An ad hoc grievance committee composed of faculty members and students will be convened to review the case.

If the student or the instructor wishes to appeal the conclusions of the ad hoc committee, the case can be sent for review to the Committee on Courses of Instruction (COCI), a standing committee of the Berkeley Academic Senate. COCI has the final authority to uphold or overturn the grade.

Both the Haas School and COCI consider grades to be a matter of academic judgment and subject to grievance ONLY on the basis of the following grounds:

- Application of non-academic criteria, such as: considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements;

- Sexual harassment;
- Improper academic procedures that unfairly affect a student's grade.

Time Limit: Students must initiate the formal grievance process within one calendar year of the last day of the semester in which the course in question was taken.

Additional information can be found on the [Graduate Student Code of Conduct and Grievance/Appeals Process](#) page on the Haas website.

3. If I teach multiple sections of a course, do I have to meet the mean GPA within each section or can I meet the mean GPA across all the sections?

You may average the mean GPA's across sections only if you are teaching multiple sections of a course within the same degree program. You can not average mean GPAs across sections if those sections are from different degree programs. For example if you taught MBA000-1A and EW MBA000-1 in the Fall Semester then you would not be able to average the means across both courses because the student audience and requirements for each program are different.

4. Does the Haas Grading Policy apply to Non-Haas students?

Yes, all non-Haas students who enroll and take a Haas course are subject to the Haas grading policy. No exceptions.

5. What can I do to make sure grades are distributed fairly in my course?

The following suggestions are a compilation of various tips from faculty and staff. It is recommended that instructors implement any or all of the following prior to the start of a semester when you are putting together your syllabus. Should you want some further help, please feel free to contact [The Center for Teaching Excellence \(CTE\)](#) where you can be paired up with a designated coach who will provide individualized guidance to meet your needs.

✓ *Create more kinds of graded work*

The more data points, the easier it will be to determine how your students are doing and help you differentiate between them. This will allow you create a broader distribution. Multiple types of assignments will also have great pedagogical value to the students as they are constantly challenged and engaged

in actively learning through a variety of different kinds of work. Examples of assignments could be group projects, multiple exams, papers, problem sets, etc.

✓ *Establish open communications channel with students*

Recognize and be pro-active in disseminating detailed feedback to your students throughout the semester. Post weekly comments per student via email or on the course website to show that you are doing your part to keep each student accountable for their academic progress. This will also help in lessening grade disputes or ill feelings from students who may be on the lower end of the distribution. Your feedback will help justify both the grounds of your evaluation and the final grade that you give to each student.

✓ *Establish a consistent grading standard*

Define the grade boundaries between excellent work and lower quality work or between A-/B+ B-/C+ and stick with it. Disassociate grading with the identity of the student to help you be fair and effective in grading. You can assign ID numbers to students to use on assignments or for exams and papers or you can fold back the cover sheet to hide the student's name. This may help get rid of subjective bias that may influence the overall distribution of grades for a course.

✓ *Utilize record keeping*

Put together a graph of the distribution of grades on each assignment, project, and test etc. Plot the grade distributions in Excel or a program of your choice. This will help you manage the recordkeeping and you can see how good your evaluation methods are and adjust accordingly. Keep records of this for future comparisons of the same course to ensure that distributions of grades are consistent through the semesters.

6. Can a Haas Alumni audit my course? What is the policy regarding this?

Alumni of the Haas School's Full Time MBA, Evening and Weekend MBA, and Berkeley Executive MBA Programs are the only alumni permitted to audit MBA electives on a space-availability basis. Should you not want to have alumni audit your particular course, you have the opportunity to opt out of the alumni auditing program. If you decide you want to opt out you can contact the Senior Assistant Dean for Instruction, prior to the start of your scheduled teaching semester. For more details to help make your decision

on opting out, please browse the [HAAS School Policy on Auditing of MBA Electives by Alumni](#). * You must use your Haas- Berkeley Login information for access.*

7. What is P-FACT?

The Professional Faculty Advisory Committee on Teaching (P-FACT), founded in Fall 2012, is an entity composed of professional faculty members who make recommendations to the Executive Committee or P² (Committee of Ladder Faculty Members who make the key decisions such as grading or curriculum policies at Haas), the Center for Teaching Excellence (CTE), or to Haas administration regarding teaching policies and practices.

Additional Helpful Resources and Tools:

[COURSE GRADE COMPLIANCE TOOL](#)

* You must use your Haas- Berkeley Login information for access.*

[UGBA COURSE GRADING FAQ's](#)

[Academic Affairs and Instruction- Instructional Policies](#)

[UC BERKELEY CAMPUS WIDE POLICY ON GRADES](#)