

## INSTRUCTIONAL SERVICES

## AP 4233 COURSE CONTENT AND GRADING SYSTEM

**References:**

Title 5 Sections 55002 and 55025

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. This information must be consistent with the official course outline. A current copy of the information that is provided to students should be on file in the Department/Program Office.

Suggested information includes:

- Grading policy
  - How are course letter grades, as described in the official course outline, determined?
  - What kinds of tests, quizzes, skills demonstrations, or other assignments are given, and what is their value in determining the final grade?
  - Is homework given and graded?
  - Is attendance or class participation included in the grade?
  - How is the withdrawal policy as presented in the District catalog and class schedule applied, and what are the significant dates related to withdrawal?
  - Is the course eligible for pass/no pass grading?
- General course outline
- Course requisites or expected entry skills
- Required and recommended texts or readings
- Required and recommended equipment or supplies
- Office hours, and telephone number, and email address
- A statement regarding academic integrity and consequences for violations

Office of Primary Responsibility: Instructional Services

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**Date Approved: SPC 12/15/09**

*(Replaces current Palomar Procedure 300.3)*