

## Grading Procedures

### **I. Course Grade Point Average\***

- a) In lecture courses, B is the average grade for all evaluated assignments and exams. It is recommended that no more than 20% of students are awarded grades A- or higher, and no more than 20% of students are awarded grades of C+ or lower.
- b) In seminar courses, B or B+ is the average grade for all evaluated assignments and exams.
- c) All intensives and designated upper-year electives are graded on a Pass/Fail basis.
  - For more information on grading and standing calculations, please see the [LASL Grading, Promotion, and Standing Policy](#) (Policy 170(c)). Please consult the Associate Dean, Academic if you have questions.

### **II. Grading procedures**

- a) Before uploading the final grades in a course, instructors shall calculate the average and distribution for the course, ensure the final grade complies with the average requirements, and submit student grades and calculations to the Associate Dean, Academic.
- b) Where the average is not in line with the requirements, instructors will work with the Associate Dean, Academic to attempt to find an informal resolution. If the matter is not resolved informally, the instructor can apply to Faculty Council, which may confirm adjusted grades or the instructor's nonconforming marks.
- c) It is recommended that instructors calculate the average on assignments and exams, and ensure it complies with the average requirements.

### **III. Anonymous Grading Policy**

In order to maintain anonymity in the evaluation of student work:

- a) Written tests and examinations, for which anonymous grading is feasible, shall be graded and recorded by the instructor on an anonymous basis;
- b) In the case of anonymous grading, instructors will use grade sheets that contain student numbers only, and not student names;
- c) If available, recommendations for course prizes will be made anonymously by submitting the student number of the student with the highest grade in the class;
- d) This policy is not to be interpreted or applied in a way that discourages the use of individualized assignments or the giving of individualized guidance to students in the preparation of essays or other assignment