



## MEMORANDUM

**To:** Executive Committee of Faculty Council (February 7, 2023)  
Faculty Council (February 27, 2023)

**From:** Professor Daniel Posen  
Chair, Undergraduate Assessment Committee

**Date:** January 16, 2023

**Re:** Clarification of Policy regarding Return of Graded Work Prior to Drop Deadline

### REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approval and forwarding to Faculty Council for information.

### BACKGROUND

Current academic regulation Section XI, subsection 4a is below.

*[...] At least one piece of session work worth at least 10% of a student's performance, whether lab report, assignment, essay, etc., shall be returned to the student prior to the last day for withdrawal from the course without academic penalty.*

The Undergraduate Assessment Committee would like to update/clarify the policy to reflect that:

- 1) It is acceptable to meet the policy by returning multiple pieces of work cumulatively worth at least 10%;
- 2) The policy applies to the class overall rather than each individual student (e.g., if a student misses the midterm due to illness, there may be no graded work to return prior to the deadline).

### PROPOSED POLICY

We propose to update the wording as follows:

*One or more pieces of session work cumulatively worth at least 10% of the final course grade shall be returned to the class prior to the last day for withdrawal from the course without academic penalty. These may include lab reports, assignments, essays, quizzes, etc.*

**PROCESS AND CONSULTATION**

This policy was approved by the Undergraduate Assessment Committee on December 8, 2022

**RECOMMENDATION FOR COUNCIL**

For information.