

## **Grading issues**

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### **In your syllabus:**

- Include specific information about grade computation
- Be clear about expectations
- Build in some flexibility

### **During your course:**

- Be consistent and view your syllabus as a “contract”
- Follow through with written confirmation
- Document and keep records

### **After your course:**

- Keep all the grades handy for an entire year after the end of the course
- Be available to answer questions from the student, the Chair, and/or the Dean of the College Office