



College of Business Policy Directives for Assuring the Integrity of Grading

Consistent with our mission and core values we at the CBA are committed to strengthening an innovative, student centered learning environment--one that values integrity, respect for university policy and federal law. The following six CBA policy directives clarify how we deal with the challenge of assuring compliance with federal statutes and protecting the integrity of our student evaluation processes.

- 1) To avoid foreseeable conflicts of interests or conflicts of commitment, student workers are not to grade assignments. This includes the manual correction of multiple choice exams. To help ease the burden of grading for faculty who have historically sought assistance from departmental staff, the OIT Help Desk offers machine scoring service of examinations, and CETL staff can assist with evaluation of questions to help determine which questions are the most appropriate discriminators of the material being tested.
- 2) In part, to avoid similar potential conflicts, student workers are not to record or calculate student grades. Resources exist to help ease the burden of calculating grades for faculty who have historically sought assistance from departmental staff. Pre-recorded content is available on demand, which addresses the basics of grading in Blackboard, as well as Blackboard-hosted examinations. Searchable tutorial documentation also exists at <http://kb.cmich.edu>. In addition, training sessions addressing various relevant topics will be available from CETL staff each semester. One-on-one consultations with LMS (Blackboard) specialists within CETL may also be arranged by emailing lms@cmich.edu. All of the aforementioned can aid with understanding the computational power of this online system available to all faculty. Further, compliance with federal laws, including FERPA, is always required. FERPA limits disclosures of information contained in our student educational records, which includes grade-related information. Our Undergraduate and Graduate Studies Bulletins both summarize the limited cases whereby FERPA authorizes the disclosure of information in a student's educational record without the student's consent.
- 3) Graduate Assistants are made available to each Department in limited quantities. These GAs are intended primarily to assist in the research endeavors of faculty; however, when research related assignments have been exhausted, the GAs may assist in grading-related work where there is no foreseeable conflict of interest between the student and the classes for which they are engaged in grading work. For instance, GAs should not be grading work of other graduate students in their own program.
- 4) All GAs engaged in permissible work must sign a confidentiality agreement prior to engaging in any grading related activities.
- 5) Students completing independent study work may not engage in grading, nor have access to educational records (other than "Directory Information," as defined in the Bulletin and permitted under FERPA).
- 6) Colleagues and/or guest lecturers (from industry or elsewhere) may not engage in grading nor be granted access to educational records (other than "Directory Information," as defined in the Bulletin and permitted under FERPA).