

Graded Assignments in Undergraduate Courses  
*Policy Adopted April 10, 2013*  
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## Part One: General Provisions

1. The departmental policy on graded assignments is set forth in Parts 2 through 5 of this document.
2. In this document, “teacher” means the person with ultimate pedagogical responsibility for the course. Normally, the teacher is a faculty member.
3. In this document, “religious holiday” means a day on the provost’s list of religious holidays.
4. The teacher may opt out of departmental policy, but the teacher’s policy must comply with university policy. If the teacher does opt out of departmental policy, the teacher shall specify his or her policy in the course syllabus. The teacher shall verify in advance that his or her own policy does not violate university policy.
5. If the teacher does not opt out of the departmental policy, the course syllabus shall state that the course complies with the departmental policy on graded assignments, as posted on the departmental web site.
6. The course syllabus shall be available to students on the first day of class.
7. The course syllabus shall specify (with descriptions, dates, and weights) the course’s graded assignments.

## Part Two: Examinations

**Normal status.** The department expects every student to make every effort to take examinations as announced in course syllabi.

**Special status.** Students holding an appropriate VISA (Verified Individualized Student Accommodation), issued by the Office of Services for Students with Disabilities, shall be granted special status on examinations. Such students must request special status by e-mail, posted to the teacher, no later than three weeks after the first day of class. Depending on the student’s VISA, the student shall be allowed a different starting time for the examination, extra time during the examination, and/or a different location for the examination. The student’s examination shall be graded normally.

**Excused status.** The teacher may excuse a student from taking an examination. If the student is so excused, the teacher shall, at the teacher’s discretion: offer an alternative graded assignment of equivalent weight or scale up proportionately the weights attached to the other graded assignments announced in the syllabus. At the teacher’s discretion, the format of the alternative assignment may differ from the format of the missed examination.

## Part Three: Papers and Problem Sets

**Normal status.** The department expects every student to make every effort to submit papers and problem sets no later than when they are due.

**Special status.** Students holding an appropriate VISA from the Office of Services for Students with Disabilities shall be granted special status on paper assignments and/or problem sets. Students should note that very few VISAs recommend accommodations on papers and/or problem sets. The papers and problem sets of students with appropriate VISAs shall be graded normally.

**Revised due date.** Students may request a revised due date. If granted, the revision entitles the student to submit the paper or problem set after it is normally due, without penalty. The criteria for obtaining a revised due date shall be specified in the course syllabus. If the student is granted a revised due date, the teacher shall specify the revised date.

**Late status.** A paper or problem set is late if it is submitted after it is due (or after the revised due date, whichever occurs later). The course syllabus shall specify the penalties that apply to late papers and problem sets.

**Unexcused status.** The course syllabus shall specify the penalties that apply when a paper or problem set is “never” submitted. The teacher shall define “never” in the syllabus. For example, “never” might mean “not before the last day of class,” or it might mean “not before the course’s final-examination time-slot, as announced by the registrar.”

**Misconduct.** The department expects every student to adhere to the highest

standards of academic integrity. LSA's standards are posted at:

<http://www.lsa.umich.edu/academicintegrity/>

The departmental policy on academic integrity is posted at:

<http://lsa.umich.edu/econ/undergraduates/policies-and-procedures.html>

## Part Four: Discussing a Score or Grade

**Papers and problem sets.** No more than ten days after the evaluated paper or problem set is returned to the class, the student shall notify the teacher by e-mail that the student wishes to discuss the student's score or grade.

**Midterm examinations.** No more than ten days after the evaluated examination is returned to the class, the student shall notify the teacher by e-mail that the student wishes to discuss the student's score or grade.

**Final examination.** No more than 30 days after the next academic-year semester begins, the student shall notify the teacher by e-mail that the student wishes to discuss the student's score or grade.

**Course.** No more than 30 days after the next academic-year semester begins, the student shall notify the teacher by e-mail that the student wishes to discuss the student's grade.

**Grade grievance.** The departmental policy is posted at:

<http://lsa.umich.edu/content/dam/econ-assets/Econdocs/Grade%20Grievances.pdf>

## Part Five: Medical Emergency

**Medical emergency.** At least one of the following two statements is true:

1. The student is an in-patient in a hospital on the day of the examination.
2. A health professional answers "yes" to question 1, question 3, and/or question 4 on the medical emergency form attached to this document, and the student returns the completed form to the teacher in timely fashion.

**Health professional.** The health professional should be a physician. (Exception: Nurses and physician's assistants (PA's) at the University of Michigan Health System, which includes the University Health Service, also qualify in this context as health professionals.) The health professional's relationship to the student and to the

student's family must be primarily professional, not personal.

**Timely fashion.** The student shall submit the relevant documentation (the record of hospital admission and discharge, or the completed medical emergency form) to the teacher no later than one week after the assignment date. (Exception: If the student was an in-patient, the student shall submit the documentation no later than one week after the student is discharged from the hospital.)

**Burden of proof.** The burden of proof is on the student to obtain and submit the necessary documentation within the relevant time period.

**Advice to students.** The student should show this document to the relevant medical professional, drawing that professional's attention to the section on "medical emergency." **The student shall tell the health professional that a teacher in the department of economics will not consider the student to have experienced a medical emergency if the health professional writes only that the student was seen on a particular day and complained of particular symptoms.**