PREAMBLE: Just as instructors may demand that students submit assignments on time, so students may expect that instructors will grade and return those assignments on time. Of course, it is not enough merely to grade those assignments; instructors should also provide students with timely and meaningful feedback, feedback that will help them understand what they are doing well and where they can improve in order to master the subject. Unfortunately, timeliness of feedback and the quality of that feedback are generally in tension: the faster the feedback, the lower the quality of that feedback, and vice versa. An instructor who has a week to grade and provide feedback on a dozen two-page essays can reasonably be expected to provide more detailed feedback on those essays than an instructor who has only one day in which to grade and provide feedback on those same twelve essays. It is with these considerations in mind that KIMEP University hereby adopts the following policy for timely grading and providing quality feedback on student assignments:

1. In addition to being assigned a numerical score and/or letter grade, all student work submitted for a grade must be returned with meaningful feedback from the instructor. While the feedback need not be lengthy or detailed to qualify as “meaningful,” it must be sufficient to help show the student what was done well and what needs improvement. Thus, a single sentence might be sufficient for a short quiz, while editing marks and a paragraph or two of commentary might be needed for a paper.

a) Assignments and mid-terms, shall be graded or other feedback given and returned within seven (7) days of the submission deadline.

 b) An instructor, whose class has more than 30 students, has an additional seven (7) days for grading and giving feedback. However, please note 4) below that requires that feedback on an assignment be distributed to students prior to giving any subsequent assignment.

1. In the event the instructor will be unable to grade and return assignments within the timeframes specified above, the instructor shall so inform the students before the specified time has expired and provide them with an adjusted deadline for their return
2. In no event shall any subsequent assignment be required for submission until after the previous assignment has been graded and returned to students. In addition, a reasonable period of time should be allowed between the time the previous assignment is returned and the subsequent assignment is due to enable students to review the instructor’s feedback and, if necessary, revise their subsequent assignment before submission.
3. Recognizing that certain assignments may be running in parallel and, upon occasion, the second assessment and a final project or other assignment may be crowded near the end of the semester, exceptions to 4) above are allowed if stated in the course syllabus at the beginning of the semester.