

March 22,

Dear XXX

This letter explains how your final course grade for IDS 125 was calculated.

Assignment	Grade on Assignment	% Weight of the Final Grade
<b>Inquiry Project – 70%</b>		
1. Contract (10%)	82.00 %	8.20
2. Progress Memo (5%)	100.00 %	5.00
3. Annotated Bibliography (20%)	72.92 %	14.58
4. Peer review (5%)	0.00 %	0.00
5. Final Project (30%)	82.00 %	24.60
<b>Written Responses – 20%</b>	Combined and weighted	
1. Nealon and Giroux	76.00	15.20
2. Benbow and Lareau	76.00	
<b>Other Short Assignments – 10%</b>		
1. Cultural Artifact	100.00	10.00
	FINAL PERCENTAGE and LETTER GRADE	Total of the above weights 77.58 C+

We hope this helps you understand how your final grade was calculated. Please pick up your final project from XXX shelves to examine your final project (these will be on the shelves by Monday, March 26).

We have also attached the policy related to final grades that can be found in the {Institution} Student Handbook.

If you wish to meet with us, please contact both of us to arrange a meeting during the early part of spring term. Two time periods, in which we are available, are MWF 12:00-1:00 and TH 3:00-4:30.

Sincerely,  
Drs. Jackson and Clemente

The following is an excerpt from the [Institution] Student Handbook (p. 16) on Final Grades. The full handbook may be obtained from <http://www.noctrl.edu/x6250.xml>.

## **Final Grades**

During the first week of every course, you will receive a syllabus from your instructor explaining her/his grading policy. This should include a grading scale, performance expectations and various factors used to determine your final grade. The final grade represents the best professional judgment of your instructor and is determined after careful consideration. Final grades are available through Merlin and are not sent through the mail. Should you need an official copy of your grade report for good student discount, employer reimbursement, etc., please contact the Office of the Registrar after grades are posted.

If you believe a clerical error was made in recording your final grade, contact the instructor. She or he will clarify the mistake with the Associate Academic Dean. Grade changes for reasons other than clerical error are considered only in extremely unusual and compelling circumstances. This protects the academic freedom of the instructor and the learning process in general. If you believe the final grade does not reflect the quality of your work, meet with your instructor to review how the grade was determined. You or the instructor may bring a third party to the meeting for support. If the student is not satisfied with the outcome of the meeting, the student may appeal the instructor's decision to the division chair that supervises the instructor. The Division Chair will hear your appeal of the instructor's decision and make a recommendation to the Associate Academic Dean. Grade appeals must be made within 90 days of the last day of the term in which the grade was received.