

## Princeton University

### Policy on Undergraduate Course Assistants

Approved by the University Faculty on February 4, 2013

The University recognizes that, under appropriate circumstances, it can be beneficial for undergraduate students to assist faculty members with the grading of certain types of course work. Undergraduate course assistants (“UCAs”) can derive significant benefits from having this additional opportunity to work with faculty members, while the assistance of UCAs can allow faculty members to devote more time to their advising and teaching responsibilities and otherwise manage their courses more effectively.

The University has therefore adopted the following policy for the use of UCAs:

- Faculty members bear full and final responsibility for the grading of all student work submitted in their courses.
- Subject to the following conditions, faculty members may engage UCAs to assist with the grading of course work that can be reliably assessed by undergraduate students (*e.g.*, quizzes, homework assignments, problem sets, laboratory work and individual test questions that have a limited and readily discernible range of correct answers):
  - UCAs may not grade student work for a course in which they are currently enrolled.
  - UCAs must work under the supervision of a faculty member who establishes appropriate procedures and guidelines to protect the confidentiality and integrity of the grading process. In particular, UCAs must not receive access to grade rosters or grades that students receive on examinations and other types of work that constitute a substantial portion of their final grade in the course.
  - UCAs must be selected on the basis of their qualifications and agree to standard terms and conditions that will protect the confidentiality and integrity of the grading process. (Faculty members must contact the Office of the Dean of the College for a current copy of these standard terms and conditions before engaging UCAs.)
  - Faculty members must disclose to their students the names of any UCAs who have been engaged to assist with a given course and accommodate students who express reasonable concerns regarding privacy or potential conflicts of interest.
  - Faculty members must make themselves or their UCAs available to consult with students who may have further questions regarding course work that has been graded by UCAs.
- The Office of the Dean of the College shall oversee the implementation of this policy and shall set a standard rate for compensating UCAs.

Please contact the Office of the Dean of the College with any questions regarding this policy.