

**Committee on Educational Policy and Committee on Courses of Instruction  
Policy on Grading Scheme and Use of Entry Quizzes in Courses**

The Committee on Educational Policy (CEP) and the Committee on Courses of Instruction (CCI) have conferred on the use of an entry assignment or exam of baseline knowledge during the first week to bar or disqualify a student from taking the rest of the course. This kind of entry exam or assignment essentially functions as a prerequisite, and when used, must therefore be clearly described in the syllabus.

The committees have agreed that such practice is generally not advisable.

If there are unusual circumstances that make such practice necessary for effective instruction of the course, the case should be explicitly made during the initial course approval process. If the practice has been introduced after initial course approval, application for approval of this major change should be made. CCI is generally not inclined to accept this practice if used to determine students' right to stay in a course in which they have already enrolled, having satisfied any prerequisites. If CCI approves this practice for a particular course, then the information must be included in the course catalog.

The practice of using such an exam is not acceptable if the exercise is not **specified in the syllabus as part of a clearly structured grading scheme**.

Finally, note that placement exams and initial assignments that do not bar a student from a course are distinct from the above.

Approved by the Committee on Educational Policy in Winter 2019