Evaluations and Grades

*Mailing Schedule 2014–2015*

The Washington Center makes every effort to process grades and mail them to our liaisons or sponsors in a timely fashion. **Evaluations and portfolios are typically mailed two to five weeks after the end of the term**, with most mailed out within the second and third weeks, and very few mailed at the five-week point.

Should you have an inflexible deadline for submission of grades on campus, we encourage you to submit an **Early Grade Request Form**. We will send you an email containing a student’s three recommended grades on the date by which you indicate they are required on this form.

We need to receive the Early Grade Request Form toward the beginning of the semester (approximately 6 weeks after the state of a semester and 4 weeks after the start of a summer or quarter) so that we have time to coordinate with the student, academic program advisor, and course instructor. Students may be required to turn in papers early or take an exam ahead of schedule. Early grades are typically needed for graduating seniors or, on occasion, for students whose grades must be recorded by a certain date to confirm eligibility for scholarships.

**Without an Early Grade Request Form, you can expect grades to be mailed out according to the following schedule:**

**Fall Semester 2014–program ends December 12**
Evaluations/Portfolios mailed December 26 through January 16

**Spring Semester 2015–program ends May 5**
Evaluations/portfolios mailed May 22 through June 12

**Summer Term 2015–program ends August 7**
Evaluations/portfolios mailed August 21 through September 11

**Fall Semester 2014–program ends December 11**
Evaluations/Portfolios mailed December 24 through January 16

**Note regarding midterm materials**

Although academic program advisors conduct site visits and prepare Progress Assessment forms for their students, and Internship Site Supervisors complete midterm evaluations for their interns, these materials are often submitted so late (due to scheduling conflicts and other factors) that we are unable to send them out in advance of the mailing of final materials. You will, however, be notified should we learn of any major problems with a student’s performance.