



## *HLC Accreditation Evidence*

- 2511 – Grade and Attendance Reporting

URL: <https://internal.bartonccc.edu/policy/instruction>

Office of Origin: Vice President of Instruction

Contact(s):

- Vice President of Instruction

## 2511 – Grade and Attendance Reporting

The College is committed to maintaining accurate grade and attendance records. Instructors are responsible for ensuring grades are double checked and validated when submitting final course grades.

### ATTENDANCE (Faculty Responsibilities)

1. Distribute and review the course attendance procedure ([#2530](#)) with students at the beginning of each course.
2. Document all student absences:
  - If a student has attended only one time, continue to document absences. Upon notification of the Attendance Verification Roster, if the student is no longer listed, discontinue recording absences.
  - If you receive official notification that a student has dropped a class, denote the withdrawal on your attendance documentation. From that time on, discontinue recording absences, but do not delete the student from your grade book.
  - If a student has never attended class, document all absences. If you receive an Attendance Verification Roster, code the student as \*NA on the PAWS roster, discontinue recording absences and delete the student from your grade book. Not all Barton courses receive this notification to verify attendance. Attendance for online, various programs of study, and seminars are documented by participation and/or final grades.
3. Verify that students listed on your PAWS roster are the same students listed on your attendance documentation.
4. Be proactive in the retention of your students. Whenever possible, follow up with students who are not attending.
5. It is advisable to document all contacts with students, coaches, and advisors. These contacts may include phone calls, letters or e-mail.
6. Use the Student Alert System as an additional method for documentation and student support.

### GRADES

Grade Symbols found on transcripts:

- A - excellent (4 credit points per credit hour)
- B - above average (3 credit points per credit hour)
- C - average (2 credit points per credit hour)
- D - below average, passing (1 credit points per credit hour)
- F - failing (0 credit points per credit hour)
- XF - Violation of Academic Integrity
- P - Pass (credit only, not computed in cumulative grade point average)
- I - incomplete (no credit)
- UF – Unearned Failing (failure to withdraw); not currently used, historic records only
- W - Withdrawn (no credit, no grade)
- WP - Withdrawn Passing (no credit, no grade, not computed in GPA, historic records only)

WF - Withdrawn Failing (no credit, grade computed in GPA, historic records only)

AU - Audit – (no credit, no grade)

CL - Academic Clemency

Repeated Courses:

E - Repeated courses shown with an “E” -- are excluded from the GPA

I - Repeated courses shown with an “I” -- are included in the GPA

## **GRADE REPORTING**

Instructors are required to use the portal and PAWS to input their grades for all students. To ensure the integrity of all grades, only the instructor of record will be allowed to enter grades for the instructor’s course. No other employees, including faculty secretaries, will be given access to a faculty member’s PAWS account. Online grading instructions may be found at: [mybarton.bartonccc.edu](http://mybarton.bartonccc.edu).

### **Incomplete Grade Reporting**

An incomplete “I” is a temporary grade, agreed upon by the instructor, and awarded to a student that is unable to complete course requirements by the end of the academic term.

Incomplete grades may be granted under the following conditions:

- The request must initiate prior to the end of the academic term.
- The student’s academic work to date is passing with the incomplete grade given not as a substitute for a failing grade.
- Attendance and/or participation has been satisfactory throughout the semester.
- An illness, extenuating circumstance, or a life-event including military deployment, weather conditions, and legal situations are accepted with supporting documentation.
- Final approval is granted strictly at the discretion of the current instructor.
- The instructor notifies their immediate supervisor of the impending incomplete grade.
- The Incomplete Grade Contract is signed by both the instructor and the student.

The Incomplete Grade Contract will include the following criteria and guidelines:

- Reason for granting the incomplete grade including supporting documents.
- Deadline established by the instructor and student to complete course work. (Barton’s incomplete grade deadline can allow a student one full semester (not including the summer term) to complete the coursework)
- Coursework required to complete the course.
- Course logistic requirements. (classroom attendance and/or course shell access)

The following provisions may apply for granting an incomplete grade:

- An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid, or athletic eligibility.
- During the semester that a student is completing the Incomplete Grade Contract, the student cannot re-enroll in the class, nor is the student considered currently enrolled on the basis of incomplete grade from the previous semester.
- Military students with Tuition Assistance benefits have 120 days to complete coursework from the original date the Tuition Assistance is filed.

- Online students are encouraged to complete the course within the same term and instructor if applicable.
- Students are not eligible to withdraw from a course with an incomplete grade.

Students are encouraged to communicate with the instructor as soon as possible if they are having difficulties with course completion. Incomplete grades are granted at the discretion of the instructor and are not automatic.

### **Final Grade Reporting**

Final grades are awarded directly by an individual faculty member to an individual student for work done in an individual course. Therefore, the grade will be entered directly into the student's record precisely as it is awarded by the instructor(s) of record, with no administrative modification whatsoever.

The grades assigned by an instructor to any quiz, scheduled examination, or final examinations are final; however, an instructor has the right to correct errors in calculating or recording a grade. Students who wish to challenge a grade may utilize the Student Problem Resolution procedure. In addition to submitting grades for each student in a class, faculty are also required to submit the following information to their respective Dean, Executive Director, Director, Coordinator or assigned designee at the conclusion of an academic term or each assigned class regardless of delivery (face-to-face, hybrid and online):

- Incomplete grade forms
- Attendance records (originals, copies or electronic)
- Grade books (originals, copies or electronic grade books)
  - Instructor must initial alternate grades given if different than grading scale for course prior to filing

Once these documents are submitted, final class rosters will be run and grades will be cross-checked by faculty secretaries. Each instructional area will maintain the hardcopy records for a period of five (5) years.

### **Time Logs**

Faculty members must maintain a time log for each student enrolled in an independent study or arranged classes. A time log form may be obtained from the Vice-President's Office or a faculty member's respective area; the form must be submitted and filed by the appropriate supervisor.

### **Grade Appeal**

Students wishing to appeal their grade may do so by utilizing the [Student Problem Resolution procedure \(#2615\)](#). Appeals must be submitted within 7 calendar days of the filed grade. Exceptions may be granted by the applicable Dean for military, medical or other approved extenuating circumstances.

Note: Grade appeal differences may exist in specific career technical programs. Students wishing to appeal a grade in one of these programs should refer to the program's student handbook for guidelines.

**Contact(s)**

Vice President of Instruction

**Related Form(s)**

**Relevant Policy or Procedure(s):** [2530 – Course Attendance](#); [2615 – Problem Resolution \(Students\)](#)

**Approved by:** President

**Date:** 8/14/78

**Revision(s):** 4/20/89; 1/14/08; 6/25/18; 10/1/21 (update)