

2511 – Grade and Attendance Reporting

The College is committed to maintaining accurate grade and attendance records. Individual Instructors are responsible for ensuring that grades are double checked and validated when he/she **submitting** his/her final course grades.

ATTENDANCE (Faculty Responsibilities)

Faculty Responsibilities:

1. Distribute and/or review the current **course** attendance policy **procedure (#2530)** with students at the beginning of each course.
2. Document all student absences:
 - **Even** if a student has attended only one time, continue to document absences. Upon notification receipt of the Attendance Verification Certification 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. **until you If you course is eligible to receive an Attendance Verification Certification Roster, — At that time, mark, code the student as *NA on the PAWS roster off the 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 the students listed on your Web 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 (if available) 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 - **W**ithdrawn (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 will be **are** required to use ~~faculty web~~ 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 his/her course. ~~Grades for instructors who do not have access to the College's Web will be entered by Enrollment Services staff.~~ No other employees, including faculty secretaries, should **will** be given access to a faculty member's Web **PAWS** account. Online grading instructions can **may** be found at: 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 **student** must initiate **the request** 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 **written** 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.
- ~~An Incomplete grade is not assigned when normal practice requires extension of course requirements beyond the close of the semester.~~

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.

Midterm Grade Reporting

~~Midterm grade reports are an essential part of the process of identifying students who need academic help. In order for this identification process to succeed and to improve the student retention rate, an instructor should have a sufficient basis for evaluating student performance by the midpoint of a semester.~~

~~In addition to identifying students who need academic assistance, Midterm Grade Reporting allows all students to be aware of their current academic status midway through the semester. Therefore, faculty will report not only "D's" and "F's" as midterm grades, but ALL grades for ALL full-term classes at ALL locations. Instructors who have classes that do not run the full semester have the option of reporting midterm grades.~~

~~The Academic Calendar sets the time frame for the Midterm Grade Report. Shortly before the midpoint of a semester, the Office of Enrollment Services will notify instructors about entering midterm grades.~~

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** Through the academic appeals process Problem Resolution **procedure.** In addition to submitting grades for each student in a class, faculty are also required to submit the following **information** documents to their respective Dean, Associate Dean,

Executive Director, **Director**, or Coordinator **or assigned designee** at the conclusion of **an academic term** semester/cycle for each assigned class **regardless of delivery (face-to-face, hybrid and online):**

- Incomplete grade contract forms (incompletes should be given only in emergencies)
- 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**
- **Canvas Bartonline archive may serve in part for will serve as the above documentation for online courses.**

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

Barton County campus full-time and adjunct faculty (day and night) will turn these documents in to their appropriate associate dean. Fort Riley academic transfer program faculty (both full-time and associate) will turn their documents in to the Dean of Fort Riley Learning Services and Military Operations while the hazardous materials and military program faculty will turn in their documentation to the Associate Dean for Environmental Technology & Military Programs. College Advantage and Outreach faculty will turn documentation into the Coordinator of Outreach.

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.

Gradebook Submission

When full-time faculty terminate their employment, they must submit all grades books and records of the most current five (5) years to their Dean, Associate Dean, Executive Director or Coordinator, if they have not done so previously. Adjunct faculty should submit these documents at the end of the semester unless they have a contract to teach the following semester.

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

~~(Based on policy 1511; revised and approved by President on 1/14/08)~~

DRAFT