

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. Barton Community College aligns with the federal definition of Academically Related Activity (ARA) when addressing course attendance (procedure #2530). At least one academically related activity shall be planned and recorded at least one day of a course work (seven-day period) to count as a week of instruction per federal regulations for federal aid. For classes running less than one week, ARA must be planned/recorded for each day of the class.

ATTENDANCE (Faculty Responsibilities)

- Distribute and review the course attendance procedure ([#2530](#)) with students at the beginning of each course.
- Document all student attendance and 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 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.
- Verify that students listed on your PAWS roster are the same students listed on your attendance documentation.
- Be proactive in the retention of your students. Whenever possible, follow up with students who are not attending.
- It is advisable to document all contacts with students, coaches, and advisors. These contacts may include phone calls, letters or e-mail.
- 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 point 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

Faculty are expected to establish course grading criteria and utilize a system for recording and reporting student progress in a timely manner. Instructors are required to use the portal and PAWS to input final grades for all students. Grades must be reported within three business days of a course ending; early grades are not permitted.

To ensure the integrity of all grades, only the instructor of record will be allowed to enter course grades. No other employees will be given access to a faculty member's PAWS account.

In the event a faculty member is not available to submit course grades, the Dean or their designee will enter the grades.

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 student must initiate the request prior to the end of the academic term.
- An illness, extenuating circumstance, or a life-event such as military deployment, natural disaster, and legal situations are accepted with supporting documentation.
- At the time of the circumstance, the student's academic work, attendance and participation were at a passing level.
- The granting of an incomplete grade is not a substitute for a failing grade.
- 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.
- For service members using Tuition Assistance, "I" grades remaining in the military service portal after **180 days** will result in recoupment of TA payments.
- 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 documentation (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 retain the records for a period of five (5) years.

DIRECTED INDEPENDENT AND ARRANGED CLASSES

Faculty members must maintain a time log for each student enrolled in directed independent study or arranged class. A time log form may be obtained from the Form Center found on the College's website. The form must be submitted and filed with the appropriate instructional area.

GRADE APPEAL

Students wishing to appeal their grade may do so by utilizing the [Student Problem Resolution procedure \(#2615\)](#). Appeals must be submitted within 10 college business 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

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