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 submits his/her final course grades.

ATTENDANCE

Faculty Responsibilities:

1. Distribute and/or review the current attendance policy 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 receipt of the 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 absences until you receive the Certification Roster. At that time, mark the student off the roster and discontinue recording absences and delete the student from your grade book.
3. Verify that the students listed on your Web 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.

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)
W - withdrawn (no credit, no grade)
WP - Withdrawn Passing (no credit, no grade, not computed in GPA, historic records only)
WF - Withdrawn Failing (no credit, grade computed in GPA, historic records only)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 will be required to use faculty web 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 be given access to a faculty member’s Web account. Online grading instructions can be found at: http://www.bartonccc.edu – click on “Faculty & Staff”, “Employee Online Services”, and “PAWS”.

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. Through the academic appeals process, students may challenge grades.

In addition to submitting grades for each student in a class, faculty are also required to submit the following documents to their Dean, Associate Dean, Executive Director or Coordinator at the conclusion of a semester/cycle for each assigned class:

- Incomplete grade contract forms (incompletes should be given only in emergencies)
- Attendance records (originals or copies)
- Grade books (originals or copies) or print-outs of electronic grade books
- Instructor must initial alternate grades given if different than grading scale for course
- Bartonline archive will serve as the above documentation

Once these documents are submitted, final class rosters will be run and grades will be crosschecked. Each 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.

Faculty members must maintain a competency log for each student enrolled in independent study, self-paced and arrangement classes. A sample Time Log may be obtained from and must be submitted to the appropriate supervisor (listed above) with the above required documentation.

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.

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