

Grades

Student grades are important and must be carefully managed by every instructor. Several policies are in place to help to ensure both the accuracy and the integrity of students' grades. Faculty must also be aware that a student's grade is subject to FERPA and must be shared only with the student. Under no circumstances should students' grades be posted in a way that allows students to identify the grades of other students. Faculty who are unsure about FERPA should consult the pages on the college web site and take the FERPA tutorial. Parents who wish to see the grades of their children, who are over 18, must have the child(ren) sign a release form.

Grade Reporting

Grades are the responsibility of the faculty and must be reported in a timely manner. For 16-week courses, the instructor is required to post both **midterm** and **final** grades for all students who are still enrolled in the class. Faculty are also required to take attendance and, when necessary, to report the last time a student attended their class, to the financial aid office. The grade and attendance reporting procedure is outlined below:

Grade and Attendance Reporting Procedure.

The registrar will inform faculty via email when the system is open for posting both **midterm** and **final** grades. Grades are posted on the web site and can be posted from any location with Internet access. Faculty must post their own grades except as outlined in the Grade Reporting Procedure.

Incomplete Grades

Students occasionally get behind in their classes due to circumstances beyond their control, such as a death in the family or a serious illness. Under these circumstances the student may request that the instructor give them an incomplete grade for the semester. The instructor is not obliged to grant the student's request and may do so only if the following criteria apply.

1. It is after the drop date.
2. The events or circumstances that make it impossible for the student to catch up before the end of the semester are documented.
3. The student had been attending class before the events happened.
4. The student was passing the class before the events happened.

If the instructor grants the student the option of an incomplete grade, the instructor and the student must complete an [Incomplete Coursework Contract](#) that clearly states both the time frame and the required work for the grade to become productive. Incomplete grades automatically become "F" grades after the end of the following semester (not including summer semesters), if the instructor has not submitted a [Change of Grade Form](#).