

**Employee Questions/Comments**  
2511-Grade and Attendance Reporting

<b>Questions/Comments #1</b>	
Questions/Comments	<p>First, I am hopeful that ALL faculty take the time to read this policy and the policy changes. Important stuff.</p> <p>My comments focus on the Incomplete 'grade'. First and foremost, HOW do students KNOW about this 'grade'? I have used an Incomplete only a handful of times in my long career and each time I believe that I am the person who brought it up. Students, in my opinion, do not know this is an option for them.</p> <p>Second, when I have given an Incomplete it has, almost without exception, been because of something in the student's life in the last 2-3 weeks of class. However, what if the Big Event (i.e. cause) was, say, the 3<sup>rd</sup> week of the semester? We do not address time in this policy AND I am NOT saying we should.</p> <p>Third, I am not sure what the last bullet point means (An Incomplete grade is not assigned when normal practice requires extension of course requirements beyond the close of the semester.)</p> <p>At this time, I don't have other comments.</p> <p>Gracias. Rick</p>
Response(s)	<p>Good evening,</p> <p>Thank you for providing questions and feedback to the revised Grade &amp; Attendance Reporting procedure. Please see our responses below. Thanks.</p> <p>[Rick Bealer] My comments focus on the Incomplete 'grade'. First and foremost, HOW do students KNOW about this 'grade'? I have used an Incomplete only a handful of times in my long career and each time I believe that I am the person who brought it up. Students, in my opinion, do not know this is an option for them.</p> <p>[Elaine Simmons] Information about incomplete grade options is available from student's instructors and advisors. We will work to add information to the Student Handbook and also enhance information on the website about incomplete grade option.</p> <p>[Rick Bealer] Second, when I have given an Incomplete it has, almost without exception, been because of something in the student's life in the last 2-3 weeks of class. However, what if the Big Event (i.e. cause) was, say, the 3<sup>rd</sup> week of the semester? We do not address time in this policy AND I am NOT saying we should.</p>

	<p>[Elaine Simmons] You are correct – this could happen at any time. We will relook at the procedure language and identify a place to speak to this point.</p> <p>[Rick Bealer] Third, I am not sure what the last bullet point means (An Incomplete grade is not assigned when normal practice requires extension of course requirements beyond the close of the semester.)</p> <p>[Elaine Simmons] I’ve visited with Lori Crowther about this question – she is working to update the revised language to ready more clearly.</p>
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<b>Questions/Comments #2</b>	
Questions/Comments	<p>I had a couple of questions regarding this procedure. In the Attendance section - As far as I’m aware, we no longer have Attendance Verification Rosters for our classes here at GVP. This is resident and online. Is that requirement specific to Main Campus courses?</p> <p>My only other question is will there be an update to the Incomplete Grade Contract once this is passed? I found an old version on the website (<a href="https://docs.bartonccc.edu/iss/documents/faculty/IncompleteG.pdf">https://docs.bartonccc.edu/iss/documents/faculty/IncompleteG.pdf</a>). We do not have any copies of this form here at GVP so I don’t want to order any from the Print Shop if these are going to be updated.</p> <p>I appreciate your time in reviewing my questions. Let me know if anything is unclear. Thank you!</p> <p><a href="#">Lindsay Holmes</a></p>
Response(s)	<p>Good evening,</p> <p>Thank you for reaching out and asking questions about the revised Grade &amp; Attendance Reporting procedure. Please see our responses below.</p> <p>[Lindsay Holmes] I had a couple of questions regarding this procedure. In the Attendance section - As far as I’m aware, we no longer have Attendance Verification Rosters for our classes here at GVP. This is resident and online. Is that requirement specific to Main Campus courses?</p> <p>[Elaine Simmons] You are correct – GVP does not have attendance verification rosters for resident or online classes. I’ve visited with Lori Crowther and she is going to assist us in revising the attendance section of the updated procedure to more accurately reflect the use of these rosters.</p> <p>[Lindsay Holmes] My only other question is will there be an update to the Incomplete Grade Contract once this is passed? I found an old version on the website (<a href="https://docs.bartonccc.edu/iss/documents/faculty/IncompleteG.pdf">https://docs.bartonccc.edu/iss/documents/faculty/IncompleteG.pdf</a>). We</p>

	<p>do not have any copies of this form here at GVP so I don't want to order any from the Print Shop if these are going to be updated.</p> <p>[Elaine Simmons] yes, Lori will post an updated Incomplete Grade Contract form once we have completed the revised procedure review.</p>
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<b>Questions/Comments #3</b>	
Questions/Comments	<ul style="list-style-type: none"> <li>• Section: GRADES, P - Pass (credit only, not computed in cumulative grade point average) <p>Comment: I strongly agree that a pass/fail option should be available. Last time I checked it was not an option when assisting a student registering for class. Does the instructor need to approve P/F as an option? If so, how does an instructor do that?</p> </li> <li>• Section: GRADES, CL - Academic Clemency <p>Comment: What is Academic Clemency?</p> </li> <li>• Section: The student must initiate the request prior to the end of the academic term. <p>Comment: The student may be very upfront about the difficulty, but not actually request an incomplete grade. The Instructor should be permitted to suggest that an incomplete is an option when he/she deems it appropriate. Inappropriate for non-communicative students.</p> </li> <li>• Section: The written Incomplete Grade Contract is signed by both the instructor and the student. <p>Comment: Email correspondence that clearly shows the agreement should be acceptable. Especially when military is deployed (but don't limit it to that).</p> </li> <li>• Section: Military students with TA benefits have 120 days to complete coursework from the original date the TA is filed. <p>Comment: It may not matter, but I don't know what "TA" means. There may be confusion/debate if a dispute occurs the student may create an alternative meaning of TA if undefined.</p> </li> <li>• Grade books (originals or copies) or print-outs of electronic grade books <p>Comment: See hardcopy comment below</p> </li> </ul>

	<ul style="list-style-type: none"> <li>• Canvas <del>Bartonline</del> archive may serve in part for <del>will serve as</del> the above documentation for online courses.  Comment: Why this distinction. I keep attendance, grading and current syllabus in Canvas for all face to face courses. HLC wants us to be “one college” and this distinction doesn’t make sense to me.</li> <li>• Each instructional area <del>divisional office</del> will maintain these hardcopy records for a period of five (5) years.  Comment: Sounds like a paperwork blizzard. Appropriate electronic record should be sufficient.</li> <li>• Faculty members must maintain a time log for each student enrolled in independent study or arranged classes. A Time Log form may be obtained from the Vice-President’s Office and must be submitted to and filed by the appropriate supervisor.  Comment: Must official form be used or can any appropriate form that shows time engaged be used?</li> <li>• Appeals must be submitted within 14 business days of the filed grade.  Comment: 14 business days is an odd number. 14 days is two weeks including non-business days. Should it be “10 business days” or “15 business days”?</li> </ul> <p>Peter Solie</p>
Response(s)	<b><u>Questions/Comments #3</u></b>
	<ul style="list-style-type: none"> <li>• Section: GRADES, P - Pass (credit only, not computed in cumulative grade point average)  [Peter Solie] I strongly agree that a pass/fail option should be available. Last time I checked it was not an option when assisting a student registering for class. Does the instructor need to approve P/F as an option? If so, how does an instructor do that?  [Elaine Simmons] If an instructor is interested in assigning a P/F option to a course, they need to speak with their supervisor. In visiting with Registrar Lori Crowther, the choice to grade students with a P/F, there are multiple factors to consider including potential jeopardy to student’s scholarships, Dean’s &amp; President’s List and athletic eligibility.</li> <li>• Section: GRADES, CL - Academic Clemency  [Peter Solie] What is Academic Clemency?</li> </ul>

[Elaine Simmons] The following link provides information on academic clemency:

<https://bartonccc.edu/enrollment/enrollmentservices/info>

- Section: The student must initiate the request prior to the end of the academic term.

[Peter Solie] The student may be very upfront about the difficulty, but not actually request an incomplete grade. The Instructor should be permitted to suggest that an incomplete is an option when he/she deems it appropriate. Inappropriate for non-communicative students.

[Elaine Simmons] An instructor may speak with students about the incomplete grade option.

- Section: The written Incomplete Grade Contract is signed by both the instructor and the student.

[Peter Solie] Email correspondence that clearly shows the agreement should be acceptable. Especially when military is deployed (but don't limit it to that).

[Elaine Simmons] An Incomplete Grade Contract is required; however, exceptions may be considered for unique circumstances – contact the Registrar.

- Section: Military students with TA benefits have 120 days to complete coursework from the original date the TA is filed.

[Peter Solie] It may not matter, but I don't know what "TA" means. There may be confusion/debate if a dispute occurs the student may create an alternative meaning of TA if undefined.

[Elaine Simmons] TA=Tuition Assistance. We'll update the procedure with the full name.

- Grade books (originals or copies) or print-outs of electronic grade books

[Peter Solie] See hardcopy comment below

- Canvas ~~Barton~~online archive may serve in part for ~~will serve as~~ the above documentation for online courses.

[Peter Solie] Why this distinction. I keep attendance, grading and current syllabus in Canvas for all face to face courses. HLC

wants us to be “one college” and this distinction doesn’t make sense to me.

[Elaine Simmons] We will add an electronic option to the procedure. We will also remove #4 bullet.

- Each instructional area ~~divisional office~~ will maintain these hardcopy records for a period of five (5) years.

[Peter Solie] Sounds like a paperwork blizzard. Appropriate electronic record should be sufficient.

[Elaine Simmons] We will remove “hardcopy.”

- Faculty members must maintain a time log for each student enrolled in independent study or arranged classes. A Time Log form may be obtained from the Vice-President’s Office and must be submitted to and filed by the appropriate supervisor.

[Peter Solie] Must official form be used or can any appropriate form that shows time engaged be used?

[Elaine Simmons] You may use what is approved in your respective instructional area.

- Appeals must be submitted within 14 business days of the filed grade.

[Peter Solie] 14 business days is an odd number. 14 days is two weeks including non-business days. Should it be “10 business days” or “15 business days”?

[Elaine Simmons] Good catch 0 we’ll change to 10 days.

[Elaine Simmons] In a final review tonight of the procedure, I noticed that we will need to change the grade appeal number of days to seven. We use the Student Problem Resolution procedure to address grade appeals and that procedure states seven calendar days.