

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER 5	SECTION 10	TITLE Grades & Grades Reporting	Adopted	HISTORY Campus Forum	Reviewed 2020
			Revised 2020	06-08-2020	Next review 2023

POLICY

The quality of a student’s performance is measured by a grading system using grades “A” through “F”. The grade for courses is calculated into a student’s GPA using quality points of 4.0 through 0.0. With the exception of A+ and D-, faculty may opt to use either “+” or “-” designations with grades.

Each program establishes criteria for achieving each grade based on the percentage scores and specific assessment criteria as listed in the course syllabus.

Some programs require the student complete each individual course with a “C” (2.0) or higher to progress in the program. Faculty of these programs may omit the use of “D” grades.

Other grades:

I Incomplete An incomplete indicates the student completed most of the course requirements at the passing level and intends to complete the missing work with no extra instruction.

N Audit No grade point assigned. Does not meet course requirements.

P Pass No grade point is assigned. Passing indicated by “C” (2.0) or higher. May not meet program requirements.

R Repeat Assigned when a student repeats a course. A course may be repeated no more than twice (defined as the initial enrollment plus two repeats).

V Vanish No grade point assigned. Considered an unofficial withdrawal for lack of attendance. Instructor initiated.

W Withdraw No grade point assigned. Student officially withdraws from a course or courses. Student initiated.

Official Record of Student Grades

The official transcript is the only official record of student grades. Posting grades in CANVAS or any other LMS is not the official record of student grades.

Grades may not be posted in classrooms or any other area by faculty. This is a FERPA violation.

Grade Changes

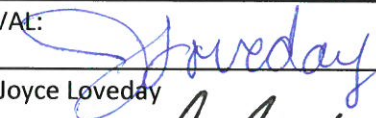

Student grades may be changed by the faculty teaching the course.

Grade Changes must be retained by the Registrar or other designated administrative office for six years following last quarter attended per the state retention schedule for community and technical colleges.

Grade Retention

Grades maintained by the instructor documenting individual students' performance in a course, including scores, grades, and/or comments in regard to exams, papers, projects, and/or class participation that provide the basis for the final assigned grade must be retained for two years after the end of that academic quarter. The College must retain grades for six years after the students' graduation date or last date of attendance.

NOTE: If an instructor leaves the college prior to the designated retention period, their grade book/s must be retained by the Student Learning Office or other designated administrative office per SBCTC Grade Retention Policy.

APPROVAL:		
By: _____		Date: <u>8-31-20</u>
Dr. Joyce Loveday		
Board Chair Review: _____		Date: <u>9/10/2020</u>