

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			5	10P	Grades & Grade Reporting Procedures
			Revised 2020	06-08-2020	Next review 2023

PROCEDURE

Student Grades

Faculty will submit grades quarterly using Instructor Briefcase by the date provided by the Director of Enrollment Services. Grades are A, B, C, D, F. Plus or minus may be used except for A+, D-.

The Registrar or designee will audit grade files for missing grades and contact faculty. Department chairpersons or deans will be contacted for missing grades if necessary.

Grades will be posted to the official student record and available online by the fourth business day after the end of the quarter. Students may access grades online using MyCC. Grades are no longer mailed.

Other Grades

Incomplete

Faculty will:

- Complete the CPTC Incomplete Grade form indicating the work the student needs to complete.
- Determine when the incomplete work will be submitted, but no later than the last day of the following quarter. Incomplete grades that are not made up in the designated time frame will be changed to a grade of "F" on the last day of the next quarter.
- Submit the Incomplete Grade form signed by both the student and the faculty member to the Registrar or designee by the grade due date of the current quarter.

NOTE: Incomplete grades can affect a student's ability to receive federal and state financial aid.

Audit

- A student may enroll to audit a course on a space available basis and with permission of the course faculty.
- The student will be expected to pay the tuition and fees for the course.
- The student will not be required to complete the terms of the syllabus.
- Registration status changes from credit to audit or audit to credit are not permitted after the start of the course.

Repeated Courses

- The "R" will be placed next to the lowest grade.
- All repeated courses and grades will remain on the transcript.
- Only the highest grade received for the course will be used to calculate the GPA.

- Students may repeat a course in which they have not earned a passing grade for their program of study.
- SBCTC allows for a student to take a course once and repeat that course two more times at the in-state tuition rate.
- Financial Aid recipients and students using VA education benefits should check with the Financial Aid and/or with the Veteran's Business Office regarding funding for repeated courses.

Unofficial Withdrawal (Vanish)

- Faculty initiated.
- If a student does not attend the first two class sessions and/or comply with the established attendance policy for the class or the program, the faculty member must notify the Enrollment Services and Student Aid & Scholarship offices using the electronic vanish submission form located on the staff intranet:
- Enrollment Services staff will assign a "V" for vanish and update the student record as needed.

Withdrawal

- Student initiated.
- Students who wish to withdraw from a course must meet with their program advisor/counselor to prior to submitting the withdrawal form to the Enrollment Services office for processing.
- Failure to withdraw will affect grades, financial aid and possible refunds.
- Withdrawals through the 5th instructional day after the start of a course will be considered a drop and will not appear on the student transcript.
- Withdrawals starting the 6th through the 35th instructional day of the quarter will result in a "W" on the student transcript.
- Students who withdraw on the 36th instructional day through the end of the quarter will be assigned the grade earned at the end of the quarter.


Other Withdrawals

- A student may be administratively withdrawn from classes for failure to meet course or program prerequisites.
- Enrollment Services will notify students of an administrative withdrawal.

Grade Changes

Students may request grade changes by contacting the instructor for their course. If approved, faculty must submit the grade change to the Enrollment Services using the electronic grade change form located on the staff intranet.

NOTE: Enrollment Services will only accept grades, grade changes, or incomplete grade form submitted by faculty members. Neither students nor work study students may turn in grades, grade change forms or incomplete forms.

APPROVAL:	
By: 	Date: 06/18/2020
Scott Latiolais, Vice President for Student Success	