



Policy Manual

Title: End of Term/Session Grades Submission and Processing	Number: 6Hx2-4.25
Legal Authority:	Page: Page 1 of 3

GENERAL STATEMENT

Each faculty member has the responsibility to determine grades according to a professionally acceptable method, communicated to all students enrolled in the class, and applied to all students equally as outlined on the faculty member’s syllabus. Faculty members are expected to submit final course grades in a timely fashion by the submission deadline published on the College’s annual academic calendar for each session within a term.

To expedite grading and retrieval, all grades must be recorded for credit and non-credit courses through the College’s online grading system no sooner than the day after the 60% point in each session of the term and in no case later than the published deadline indicated on the College’s Academic Calendar. Faculty are responsible for grade submission, recording, and conforming with the Family Educational Rights and Privacy Act (FERPA) of 1974, and as outlined in the Faculty Handbook. Faculty should not post grades and/or other confidential or personally identifiable student information such as Social Security Numbers (SSNs). Additionally, under no circumstances should faculty rosters be hand delivered by enrollment services staff to the Registrar’s office. A special grade-reporting window will be established for late grade entries.

Final Grades and Special End of Term/Session Grade-Reporting Window. Grade changes due to untimely recording (late grade entries) shall be entered by the faculty within 48 hours after the grade period ends and no later than the start of the following term, whichever comes sooner. No later than the end of the next major term, faculty members must submit “I” grade changes to the grade earned. All incomplete (I) grades convert to F grades when this time period expires. The student’s term and cumulative GPA will be adjusted accordingly.

Changes may be made at any time to correct an error in computation, transcribing or omission.

Grade changes need to be consistent with the course syllabus. Passing grades should not be revised on the basis of a second trial, nor should faculty change a grade upon request of a student for reasons including, but not limited to the following: to remain eligible for Federal Title IV aid or to favorably impact a student’s immigration status.

Official grades and enrollment statuses may be changed by the faculty at the end of the term/session for the class for valid and documented reasons.

POLICY AND THE STUDENT

Students are expected to attend classes and complete all assigned course work by the faculty during the term/session in order to receive a final grade and any applicable credit at the end of the term/session. Grades are available to students the next day after the grade-submission deadline and after all grades are processed and posted to the official academic record. Course grades and unofficial transcripts are available for viewing and

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Policy Manual

Title: End of Term/Session Grades Submission and Processing	Number: 6Hx2-4.25
Legal Authority:	Page: Page 2 of 3

printing through the College’s online student portal. Official transcripts can be requested online and processed by the College Registrar’s office for a fee.

Students may appeal grades after posting according to College policy 6Hx2-4.19 Grades and Grade Appeals. Students who receive an incomplete grade (I) at the end of the term/session should complete the required coursework based on the guidelines provided by the faculty. Failure to complete the assigned work by the end of the next major term will result in the incomplete grade being converted to a failing grade of F recorded for the course on the student’s permanent record and calculated in the term and cumulative grade point average for the term/session where the incomplete grade was recorded.

POLICY AND THE FACULTY AND STAFF

Faculty members are expected to submit end of term/session grades for all students enrolled in their assigned courses in a timely fashion in order to allow adequate time for the Registrar’s office to record, transcript grades and certify students for sequential course enrollment and graduation. In the rare and extraordinary event that a faculty member is unavailable to submit his/her grades or cannot appoint a designee, grades can be submitted for the faculty member (in accordance with the faculty member’s syllabus) with the approval of the faculty member’s Associate Dean and the notification of the Faculty Senate President. In these rare instances, the faculty member must be notified of the grade submission(s) or change(s) and justifications for such. Subsequently, the faculty member reserves the right to review and submit a change-of-grade request form which must be reviewed and approved by the faculty member’s Associate Dean. If a subsequent grade change is submitted, it can only be for cases that do not negatively affect student’s progression.

All assigned F and U grades will require a last date of attendance (LDA) with documentation supporting participation in the course past the 60% point as designated and defined by the faculty member. The W recorded after the 60% point should only be given by faculty after the students have provided the faculty with documentation of extenuating circumstances. This enrollment status can only be input by the Registrar’s office at the end of term/session with the *Enrollment Changes after Last Day to Withdraw* form and documentation.

The College Registrar is responsible for collecting, recording, and reporting grades on behalf of all students enrolled in all campuses and centers of Broward College. The policy governing academic standards for grading is detailed in College policy 6Hx2-4.19 Grades and Grade Appeals.

VIOLATION OF THE POLICY

Faculty, staff and administrators are expected to comply with the guidelines for end of term/session grades reporting and submission in a timely and accurate manner. The College Registrar and staff are expected to process grades accurately and promptly in order to maintain students’ transcripts, degree audits and to graduate students.

Staff and non-represented faculty who violate this policy will be subject to discipline up to and including termination.

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Policy Manual

Title: End of Term/Session Grades Submission and Processing	Number: 6Hx2-4.25
Legal Authority:	Page: Page 3 of 3

Full-time Faculty will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. The Provost and Senior Vice President for Academic and Student Success or designee and the Vice President for Student Affairs and Enrollment Management have oversight of this policy. The College Registrar has oversight of the process and procedures related to students' academic records in consultation with the Vice President of Student Affairs and Enrollment Management. Students who wish to appeal grades should refer to College Policy 6Hx2-4.19 and the accompanying procedure.

DEFINITIONS

Grades – grades are defined in the College Catalog and Policy 4.19 as A, B, C, D, F, S and U

Grade Changes - An official process to convert I (Incomplete) and NR (Not reported) grades to the final course grade earned by the student (in accordance with the faculty member's grading policy outlined in the course syllabus) or to correct final course grades that were previously submitted in error.

Grade Appeals - Procedures established to evaluate if the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus or to determine if academic dishonesty did not occurred.

Last Date of Attendance (LDA) – the last date of a graded assignment, login/participation for online courses, or other class activity.

On-line Grade-Reporting System and Changes - an electronic method for faculty to submit final course grades and submit omissions, corrections, and updates to student transcripts in a timely fashion to the College Registrar to certify sequential course enrollment and graduation for students.

Untimely Recording - an instance in which grades are not submitted by the session's published deadline.

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