PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 95.0 GRADES PROCESSING POLICY

Policy #:	**I – 95.0**
Effective:	**December 2017**
Revised:	
Responsible Dept.:	**VPISS**

Purpose

To outline the procedures for reporting and recording initial grades and for changing existing grades.

Policy

VCCS Policy 5.6.0.6, requires colleges to develop and maintain a detailed Grades Plan for reporting and recording initial grades and for changing existing grades.

Initial Grades Assignment

Initial grades are recorded by the faculty member in the student information system (SIS) by accessing the online grade roster. Online grade rosters are generated by Administrative Computing area of IT.

If initial grades are entered into the student information system by college personnel other than the instructor of record, the grades shall be verified by an individual other than the person who entered the grades initially to ensure that the grades are as assigned by the faculty member.

Verification of Initial Grades

Faculty verify grades after they are recorded in SIS. The steps of verification include entering grades and saving them, reviewing grades and saving them again, and approving grades after verifying that the grades are accurate. Grade rosters in 'approved status' are posted in SIS by Administrative Computing.

Grade Changes

Changes to existing grades require the approval of the instructor of record and division dean. A grade change involving changing a grade from an "F" to "W" requires the approval of the instructor of record, the division dean, and the Vice President for Instruction and Student Services.

Changes to grades are submitted by the instructor of record on the "Grade Change Form" to the division dean. After approving the form and making a copy for division files, the division dean forwards the completed form to the Vice President for Instruction and Student Services or to the registrar's office. The Registrar or Assistant Registrar enters the grade change in SIS and places a copy of the grade change form in the student's permanent record file.

A grade change initiated by college personnel other than the original faculty member, and grade changes for classes taken that are over one year old are reviewed and approved by the Vice President for Instruction and Student Services.

Access to SIS Grade Processing

Authorization to access the student information system to record grades is limited to faculty and administrative personnel necessary to carry out the grade process function. Approval of SIS grade assignment access is by the Vice President for Instruction and Student Services. Authorization to access the student information system to record grade changes is limited to the Registrar and Assistant

Registrar.

<u>Maintenance and Security of Grade Forms</u>
Blank grade change forms are located in each academic division and are available online in Forms Central. Completed and processed grade change forms are included in a student's permanent record file. Permanent record files are in the records room in the Registrar's office. The records room is locked and access to the room is only available to personnel in the Registrar's office.

Only authorized personnel have access to grade documents. After processing, hard copies of all grade transactions are maintained for no less than three years. The Vice President for Instruction and Student Services will provide a periodic written compliance review of the Grades Processing Policy.