



Academic Policy

Policy Type:	Reporting of Grades
Policy Number:	AC-1014
Date Adopted:	05/14/2018
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Review Cycle:	Biannual
Last Reviewed:	9/8/2023
Office Responsible:	Academic Deans
Reviewing Committee:	Academic Council
Related Policies:	Assessment of Student Learning; Access to Student Information (FERPA)
Related Laws:	FERPA

Policy Purpose & Summary:

In the spirit of Jackson College's Total Commitment to Student Success, it is important that students have timely access to their grades indicating how well they are performing throughout a course, along with specific feedback that helps students understand, where possible, how they could perform better. It is also imperative that final grades for a course are submitted soon after a course concludes. This policy establishes timelines and requirements for reporting grades at Jackson College.

Definitions:

Grading: The goal of grading is to assess, evaluate and report individual students' academic performance in a class.

Assessment: Assessment is a measurement of performance. For example an exam percentage or a summation of points awarded on a task based on a rubric.

Evaluation: Evaluation is an assessment with the addition of feedback provided to help students understand why they received the grade on a task, how they could have done better and possibly how they could do better on similar tasks in the future.

Formative Assessment/Evaluation: Formative Assessments/Evaluations are used primarily to help students understand or check their knowledge and skills development through a course. This type of grade is usually not intended to be a major portion of the overall course grade. An example is a chapter quiz that a student is permitted to take multiple times to help them engage more fully with the text and develop confidence in their understanding of the material.



Summative Assessment/Evaluation: Summative Assessments/Evaluations are intended to serve as a way to fairly and accurately measure student performance in a formal and substantial way. This type of grade is intended to be used as a major portion of the overall course grade. Examples include final exams, final projects and portfolios.

Electronic Access: Students should have electronic access to their current grades through either the college's Learning Management System, email(s) sent by faculty members, or through online personalized learning and publisher tools (e.g., MyLab products).

Policy Statement:

One key way to support student success is incorporating graded assessments and evaluations throughout a course and providing frequent and timely feedback to students. To this end, this policy is rooted in the belief that students should have consistent electronic access to their current grades indicating how well they are doing in a course and should have timely access to their final course grades as well.

Grades Throughout a Term

Faculty are required to grade student work and also make grades electronically available to students in a timely fashion. While some graded evaluations, like multiple choice quizzes, should be graded and posted within 1-2 days, in general, the timeframe by which students should receive grades on submitted work is within 10 days of due date or submission date, whichever is later.

Faculty are also required to submit "Never Attended" for any student who does not attend or engage in academic activity before the class census date. Faculty are expected to submit "Last Date of Attendance" details for any student who stops attending or engaging in academic activity after the class census date. Furthermore, faculty are always encouraged to submit Retention Alerts anytime during a term for students who could use extra help and support.

Final Grades

As per the JC Faculty Agreement, the due date for final course grades is as follows:

- If a course's final session occurs before the last week of the semester, final course grades are to be submitted no later than two (2) business days after the last class session.
- If a course finished during the final week of the semester, final course grades are to be submitted no later than 48 hours after the last day of the semester.



Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
5.16.18	1.0	Policy Adopted	K Thirolf
2.10.20	2.0	Updates to include NA and LDA details	K Thirolf
9.8.2023	3.00	Review and update	H. Ruttkofsky