



Academic Policy

Policy Type:	Reporting of Grades
Policy Number:	1014
Date Adopted:	5/14/2018
Version:	2.0
Review Cycle:	Biannual
Last Reviewed:	2/12/2020
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. 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 evaluate individual students' academic performance in a class.

Graded Evaluations: This policy defines graded evaluations as tools designed to measure student learning and academic performance. They include but are not limited to the following: quizzes/tests, exams, homework assignments, essays/papers, performance tasks, projects, presentations, and reports.

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 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 evaluate student learning and performance early in the term (at least once before the add/drop date) and throughout a term. This can be achieved through a range of graded evaluations as defined above.

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	1.1	Updates to include NA and LDA details	K Thirolf