POLICY STATEMENT

Reporting of grades and verification of attendance is required of all BridgeValley Community and Technical College (College) faculty based on state and federal regulation. Faculty will report student attendance for full-term courses at the end of the first week. For the four week, midterm, and final grade reporting periods for full-term courses faculty will report both student grades and last date of attendance according to published dates on the academic calendar. For part-of-term courses faculty must report student attendance by the end of the first week. Student grades and last date of attendance for part-of-term courses will be reported at mid-course (50% completion) and at final grade reporting periods.

PROCEDURES

1. Class rosters are available through faculty self service system. Faculty should print the class roster for the first class meeting. (The Registrar and/or chairs will assist with this process as needed.) Faculty will direct any students attending class but not listed on the roster to the Registrar for appropriate registration. The Registrar will direct faculty to record the date of last attendance of students for each class prior to the end of the fourth week of class. For late start classes (such as 2nd five week classes), faculty will follow the same procedure of directing any students attending class but not listed on the roster to the registrar, and also provide the registrar with the names of students who have not attended class.

2. The Registrar will note the absence of students in all or most classes and contact the students. Any student who has not attended class by the end of the fourth week of the class will be notified of their unsatisfactory progress and provided directions on how to withdraw from the class and/or institution.

3. The College will use the following schedule to verify a student has begun attendance for full-term and part-of-term:
   - First date for verification of attendance check is at end of the 1st week of a term. Any student that has not attended classes will have their record flagged with a grade of NGR (no grade reported).
   - Financial aid will not be paid until students can provide proof of attendance for all classes. Students reported as not attending must have all instructors sign a proof of attendance form indicating that the student has begun attendance.
4. The College will use the following schedule for Grade Reporting and Verification of Attendance for the first four weeks of full-term courses:
   - Grades will be reported as pass/fail.
   - For students who have stopped attending or received the grade of “F” the actual last date of attendance will be reported.
   - Reporting will occur according to published dates on the academic calendar.

5. The College will use the following schedule for midterm/mid-course Grade Reporting and Verification of Attendance for full-term and part-of-term courses.
   - Grades will be reported as A, B, C, D, F, or P.
   - For students who have stopped attending or received the grade of “F” the actual last date of attendance will be reported.
   - Reporting will occur according to published dates on the academic calendar.

6. The College will use the following schedule for final grade or end of term Grade Reporting and Verification of Attendance for full-term and part-of-term courses.
   - Grades will be reported as A, B, C, D, F, FI, or P.
   - For students who have stopped attending or received the grade of “F” or “FI” the actual last date of attendance will be reported.
   - Reporting will occur according to published dates on the academic calendar.

Responsibility: Faculty contractual responsibilities are not complete until all grades have been received. While it is the responsibility of the faculty to complete the grade reporting process, it is also the duty of the chair to assist the full-time and adjunct faculty with grade reporting procedures. Chairs are required to remain on campus until all grades are received for the department, including grades from adjunct faculty.

Approved by: Cabinet Date: 1/9/2014