

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			5	10P	Grades & Grade Reporting
			Revised 2020, 2024		Next review 2027

**PROCEDURE**

**Student Grades**

Faculty will submit grades quarterly using ctLink grade roster by the date provided by the Director of Enrollment Services/Registrar. Grades are A, B, C, D, F. Plus or minus may be used except for A+, D-.

The Director of Enrollment Services/Registrar or designee will audit grade files for missing grades and contact faculty. Instructional Deans will be contacted for missing grades if necessary.

Grades will be posted to the official student record and available online by the fourth business day after the end of the quarter. Students may access grades online by logging into their ctLink account. Grades are no longer mailed.

**Other Grades**

**INCOMPLETE**

Faculty will:

- Complete the CPTC Incomplete Grade form indicating the work the student needs to complete.
- Determine when the incomplete work will be submitted, but no later than the last day of the following quarter. Incomplete grades that are not made up in the designated time frame will be changed to a grade of "F" on the last day of the following quarter.
- Submit the Incomplete Grade form signed by both the student and the faculty member to the Registrar or designee by the grade due date of the current quarter.

**NOTE:** Incomplete grades can affect a student's ability to receive federal and state financial aid.

## **AUDIT**

- A student may enroll to audit a course on a space available basis and with permission of the course faculty.
- The student will be expected to pay the tuition and fees for the course.
- The student will not be required to complete the terms of the syllabus.
- Registration status changes from credit to audit. Audit to credit are not permitted after the start of the course.

## **REPEATED COURSES**

SBCTC Repeat Course Rule allows a student to enroll in the same course no more than three times; this is defined as two repeats in addition to the original enrollment. Vanish (V) and withdrawals (W) count as attempts for the repeat rule.

- All repeated courses and grades will remain on the transcript.
- Only the highest grade of the first 3 attempts will be included in earned credits and to calculate the GPA.
  - The “Repeat-Included” designation identifies the course(s) included in earned credits and to calculate the GPA.
  - The “Repeat-Excluded” designation identifies the course(s) excluded from earned credits and to calculate the GPA.
- Financial Aid recipients and students using VA education benefits should check with the Financial Aid and/or with the Veteran’s Business Office regarding funding for repeated courses.

## **UNOFFICIAL WITHDRAWAL (VANISH)**

- Faculty initiated.
- If a student is absent the first two class sessions and/or fails to comply with the established attendance policy for the class or the program, without making arrangements with the instructor, the faculty member must notify the Enrollment Services office using the electronic vanish submission form located on the staff intranet by the ninth (9<sup>th</sup>) instructional day of each quarter.
  - Enrollment Services may drop the course(s) and update the student record as needed.
- If a student stops attending and has not withdrawn from the class by the end of the seventh (7<sup>th</sup>) week of each quarter, the faculty member will enter a vanish (V grade) with the last date of attendance OR the grade earned into the grade roster by the grade due date.

## **WITHDRAWAL**

- Student initiated.

- Students who wish to withdraw from a course should meet with their program advisor/counselor prior to submitting the Add/Drop form to the Enrollment Services office for processing.
- Failure to withdraw will affect grades, financial aid and possible refunds.
- Withdrawals through the 5th instructional day after the start of a course will be considered a drop and will not appear on the student transcript.
- Withdrawals starting the 6th through the 35th instructional day of the quarter will result in a "W" on the student transcript.
- Students who withdraw on the 36th instructional day through the end of the quarter will be assigned the grade earned at the end of the quarter.

**OTHER WITHDRAWALS**

- A student may be administratively withdrawn from classes for failure to meet course or program prerequisites.
- Enrollment Services will notify students of an administrative withdrawal to the student's email listed on their ctLink account or the student's ctLink Message Center.

**GRADE CHANGES**

Students may request grade changes by contacting the instructor for their course. If approved, faculty must submit the grade change to Enrollment Services using the electronic grade change form located on the staff intranet.

**NOTE:** Enrollment Services will only accept grades, grade changes, or the incomplete grade form submitted by faculty members. Neither students nor work study students may turn in grades, grade change forms or incomplete forms.

APPROVAL:	
By: <u>Deann Kelly</u>	Date: <u>5/21/24</u>
Vice President Name Here	