

3.10

GRADING

ADOPT: APRIL 8, 1985

REVISED: JUNE 12, 2001

REVISED: APRIL 10, 2007

REVIEWED: JANUARY 8, 2008

REVISED: FEBRUARY 10, 2009

CATEGORY 3 REVISION: JULY 10, 2012

CATEGORY 3 REVISION: MARCH 12, 2013

CATEGORY 2 REVISION: APRIL 12, 2016

ED CODE: 70901, 70902, 76000, 76224, 76232

TITLE 5: 55020, 55021, 55022, 55023, 55024, 55025

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1. It shall be the policy of the Sonoma County Junior College District to develop and implement regulations governing grading practices and units awarded which are consistent with the Administrative Code, Title 5. These regulations shall be stated in detail in the College Catalog.
  2. Instructors are expected to maintain a complete and accurate record of student achievement and are required to retain all grade rosters/records securely and confidentially for a period of at least two years following the posting of grades in the faculty portal.
  3. Instructors will utilize every precaution to preclude violation of student confidentiality; anonymity is mandatory.
  4. Formal notification of Midterm progress will be issued to students enrolled in classes eight weeks in length or greater each semester, and classes six weeks in length or greater in the summer term indicating current progress as satisfactory (C or better) or unsatisfactory.
  5. Final grades are available to all students as they are posted by the faculty member; however, official transcripts are not released until all financial and other obligations have been cleared.
  6. Student requests for grade changes must be initiated no later than two years from the date the grade was posted.
  7. The Vice Presidents of Academic Affairs and Student Services, in conjunction with the Director of Information Technology, shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty.