

<b>Grading and Reporting</b>	Procedure Number	620
	Effective Date	September 1, 2019

**1.0 PURPOSE**

Establish the process of class grading and required submission (reporting) of grades by faculty

**2.0 REVISION HISTORY**

Adopted on: July 1993

Revised on:

September 2014

**2.0 PERSONS AFFECTED**

Students

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

College grading should reflect the quality of performance and achievement of course outcomes by students.

It is the responsibility of each instructor to determine and report grades and status based on appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course and in the course syllabus. The College is on a four-point (4) grading scale.

In the event that an instructor is unable to report grades or status, the Provost will consult with the Dean and report the student’s grade or status.

Final grades must be submitted by the deadline in the published calendar.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	PTC Policy Review UA-PTC Policy Review	September 2014 January 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	August 2019
UA Policy Alignment		



