



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Grading Courses for Distance Ed, Continuing Education, and Customized Training Instructors
Procedure Number: 07-2005-0002
Board Policy Reference: I.B.

Accountable Administrator: Vp, Operations
Position responsible for updating: AVP, Enrollment Management
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Purpose/Principle/Definitions:

This procedure outlines grading processes for instructors who do not have access to the colleges administrative software system. Most, if not all, of these instructors are part of the Customized Training, Distance Education, and/or Continuing Education departments.

Guidelines:

While most instructors use the WolfTrax grade rosters taken from the administrative system, not all instructors have access to the software. In such cases, the Office of Instruction will print the rosters and final grade rosters for the instructors whose contracts they maintain. Each branch center will print rosters and final grade rosters for the instructors whose contracts they maintain.

Instructors must use the form provided to ensure the roster is correct and all grades for students in the course are submitted properly. Forms must be signed and dated and returned to the Registrar by the deadline for that term or by the deadline established for the class.

Emailed grades are acceptable, and the email note will serve as the instructor signature. Use of email, however, should be an exception because of the higher probability of error and delay in getting grades to students. Emailed grades must include the course title, course and section number, the term and year the class was conducted, the student name and ID number, along with the grade and must be mailed from the instructor's BMCC e-mail account or another email account clearly identified as the instructor's account (see procedure #SS-07-2003-0009). If any of the data required to properly grade a student is missing, the instructor will be notified and a correction will be expected within 24 hours.

Grade changes may also be submitted using email, as long as all of the needed information listed in the paragraph above is included and the changes are made in accordance with the guidelines in the grading procedure referenced above. All information obtained using this process will be retained with other official grade documentation under the same retention guidelines.

For short-term customized trainings, the Office of Instruction and branch offices will use a grading cover sheet and both the registration forms and cover sheet must be submitted at the same time. The cover sheet must include, at a minimum, the course title, course ID, term and year of the course, date and signature of the instructor.

Special Forms:

Grade Rosters

Grade Change Form