

# INSTITUTIONAL DIRECTIVE 8-5

February 12, 2007

## Title: Academic Records and Schedule Adjustments

### I. Purpose

The purpose of this directive is to set forth the policies and procedures governing the management of academic records and establishing mechanisms by which students may adjust their academic workloads.

### II. Policy

It is the policy of Piedmont Technical College to maintain complete and accurate academic records on all active students and graduates and to provide the means for students to exercise flexibility in schedules.

### III. Responsibilities

The responsibilities for maintaining accurate academic records and implementing schedule adjustment procedures are shared by the Educational Affairs Division and the Student Development Division.

A. It is the responsibility of the Registrar to manage all academic records.

1. He/she shall coordinate data entry of appropriate records to the state office.
2. He/she shall recommend policies, procedures and forms to the Council of Deans.
3. He/she shall make available to the faculty forms and instructions for completion.
4. He/she shall insure security and privacy of records.
5. He/she shall maintain appropriate student files on all active students, inactive students and graduates.

B. It is the responsibility of the Council of Deans to approve all policies and procedures related to academic records.

C. It is the responsibility of the faculty to cooperate with the Registrar by completing all required records with accuracy and timeliness.

### IV. Procedures

Procedures for maintaining academic records are outlined in this directive under the appropriate heading.

A. "Never Attends"

Class rosters are available electronically through Pathway. The initial (preliminary) class roster is to be viewed and validated by the instructor for attendance purposes after the end of the add period. Faculty will print the rosters and identify students who have "Never Attended" and return the roster to Student Records. This serves to adjust student's financial aid awards and ensures that correct disbursements are made.

Office of Responsibility: Vice President for Student Development

B. Drops for Non-Payments

Students not listed on the roster, but who are attending class, must be directed to the Business Office or the County Center Coordinator after class. For the student to return back to class, the student should have "Admit to Class" form.

C. Withdrawals and Last Dates of Attendance

Immediately after the add/drop period ends for each part of the term, faculty will report withdrawals and the last dates of attendance through Pathway. This must be completed as soon as the student exceeds the attendance policy absences.

D. Mid-Term Grades

Faculty will post midterm grades through Pathway. Grades of S (satisfactory), M (marginal), U (unsatisfactory) will be awarded. Mid-term grades for T-term (full term) and O term (online term) must be posted by the designated deadline date. After midterm grades are posted, they are available for students through Pathway.

Appropriate support staff, including financial aid, counseling center and department heads can access mid-term grades through Native Banner forms

E. Final Grades

Faculty will post final grades through Pathway no later than two days after the end of the semester. (Term A, B, F, L, O, and Maymester grades will also be posted at the end of each session.) The following special procedures should be followed:

1. Refer to list of approved grades in the college catalog and record only those approved.
2. All students listed on the final grade roster must be assigned a grade. (No blanks will be allowed.)
3. A "W" or "WF" grade and last Date of Attendance is assigned if student is no longer attending class.

F. Grade Change Form

If a grade originally assigned on the grade roster was incorrectly issued or additional work has been completed since an "I" (incomplete) grade or "CF" (Carry Forward) grade was awarded, the Grade Change Form should be processed. It is to be completed and signed by the instructor and justification for the change must be shown. The grade change form correcting an erroneous grade should be processed within one semester. An "I" grade must be changed before 30 class days; otherwise the "I" will automatically be converted to an "F". A "CF" grade must be changed before 20 weeks; otherwise the "CF" will convert to an "F". All forms should be sent to the Registrar's Office.

G. Change of Class Schedule

Students are authorized, within specified time periods, to make adjustments to their academic schedules with the permission of the concerned department heads and instructors. Students or Faculty advisors may make schedule adjustments in Banner or Pathway during the add/drop period. The Change of Class Schedule form is to be used when the Student Records Office processes schedule changes:

1. Student dropping courses. (Forms submitted before classes begin and during the add/drop period will be processed as drops. No grade will appear on student transcript for a dropped course.)

2. Student withdrawing from class after the scheduled add/drop period. (All forms submitted will be processed as withdrawals.)
3. Student adding courses.
4. Student changing sections.

V. **Security of Grades:**

The privacy and confidentiality of all official student and former student records shall be preserved.

- A. Transcripts and enrollment verifications must be issued only by Student Records personnel.
- B. Grade information must not be issued over the telephone.

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<b>Original on File</b>	<b>2/12/07</b>
<b>Approved for Publication</b>	<b>Date</b>