



Policy Title: End of Semester Grade Verification  
Policy Type: Administrative  
Policy Number: ADM #03-10-12  
Responsible Office: Office of the Registrar  
Applies to: College Community  
Approving Authority Date: Cabinet (2018)  
Date of Previous Revision:

## **POLICY STATEMENT**

In order to identify students who have not completed registration responsibilities successfully and students who failed to attend or participated in a registered course for the designated period of time, the following process is used each semester, mini-term, contract term, and summer session. This procedure does not excuse a student from the responsibility of officially dropping a course or withdrawing from the college. The purpose of the policy is to:

1. Identify and administratively withdraw or drop students who have registered for a course or courses but have not completed registration or have not attended or participated in the registered course or courses.
2. Identify and resolve missing grades at the end of each term.
3. Identify the last date of attendance for students who failed a course due to non-attendance.
4. Establish conditions under which a student may be reinstated due to an administrative error.

## **POLICY CONTENT: END-OF- SEMESTER GRADE VERIFICATION**

### **Phase I: Final Grades Reporting**

Faculty must assign a final grade to record a student's performance at the end of each semester. An official grade must be assigned for all students listed on the final grade roster and a last date of attendance must be recorded for all students.

### **Academic Units**

1. Each course instructor must input final grades through myWiley.
2. When the grade of "F" is assigned, the faculty must record the last date of attendance in grade portal in myWiley .
3. Faculty is expected to have appropriate documentation of the student's academic activities (e.g., assignment, quiz, examination, etc.) in the course as well as a last date of attendance.