

WGTC 6.14

Student Grade Reports

Student grades will be reported each semester by instructors and maintained by the Office of the Registrar in accordance with established College retention schedules and state and federal regulations.

Each instructor will maintain a gradebook on classes taught, to include posting all student grades and attendance using the Learning Management System (LMS) platform. The gradebook should reflect a historical record of students' absences, grades, test scores, and other pertinent information relative to the student's past performance and present status.

Grades from electronically assessed documents and assignments should be included and reflected in the LMS gradebook. Graded hard copy documents, if not returned to students, must also be retained by the instructor and submitted if he or she discontinues employment with the College. Adjuncts that are not scheduled for instruction the subsequent semester must submit these at the end of the semester. Such materials document subject mastery in each course. These records may include but are not limited to examinations and answers, quizzes and answers, homework assignments, course papers, term papers, and essay assignments. Records must be retained for one year after course completion for uncontested grade results or until resolved for contested grade results.

Reference: State Board Policy 6.5.1.
<https://www.tcsg.edu/tcsgpolicy/files/6.5.1.pdf>

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2009
Division: Academic Affairs		Reviewed: 8/2021 Revised: 8/2021