Procedure 3.2519

Grade Reports Procedure

Curriculum
A report of grades is posted to the students account via Self Service as soon as they are determined at the end of each course.

Continuing Education
The continuing education records specialist posts grades to students account via Colleague within one payroll cycle following the conclusion of the course. Students may receive written verification of their grade by requesting an unofficial or official copy of their transcript from the Continuing Education Registration and Records Office.

References

Legal References: *Enter legal references here*

Cross References: Academic Support Services Policy

History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: *3/9/2015, 4/24/2017, 05/22/2017*

Board of Trustees Review/Approval Dates: *3/9/2015*

Implementation Dates: *Enter date(s) here*