I. PURPOSE

To ensure students receive the grade and credits earned in each course for which they are enrolled.

II. PROCEDURE

A. Before the end term, grade rolls are prepared for all credit classes. These rolls include names of only paid students.

B. Each instructor assigns a grade for every student on the grade roll.
   2. Rolls must be signed by the instructor and any erasures must be initialed.

C. Grade rolls are due in the Registrar’s office at noon the day following the last day of classes each term.

D. Upon completion of final grade processing, a copy of the completed grade roll is returned to the Department Chair for instructor review and confirmation.
   1. If the instructor is not available, the Department Chair must verify the accuracy of the grade roll.
2. If discrepancies are discovered, it is the responsibility of the instructor (or Department Chair) to notify the Registrar’s office of any corrections that are required.

E. Detailed information concerning grade processing, may be found in Technical Manual Procedures #1100.403200.