CITY COLLEGES OF CHICAGO
ACADEMIC POLICY

SOURCE OFFICE: Academic Affairs        ISSUED BY: H. Chausow        DATE: 8/2/83


REVIEWED BY: ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND VICE CHANCELLOR

ISSUER’S SIGNATURE: ON FILE

SUBJECT: Procedures for Documentation of Active Pursuit and Grading by CCC Instructors

POLICY:

I. Instructors must use the midterm grade reporting form and submit it to the Registrar.

II. Midterm and final grades, including ADW designations, must be entered for every student listed on the grade roster.

At the end of each semester/term, instructors must submit to the Department Chair a copy of the grade reports on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of incomplete grades.

III. On the first day of class, every instructor is responsible for providing their students in writing with the course objectives, student learning outcomes, requirements, methods of evaluation and course grading policies. Expectations for student attendance and make-up work should also be included in this document. Final grades of “A,” “B,” “C,” “D,” “F” or “I” (Incomplete) are awarded in accordance with the grading policy distributed by the instructor at the beginning of the class.

In order to satisfy audits, legal requirements, and to protect student rights, the instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades.

Department Chairs should collect this information from instructors and retain it in departmental files.

The Registrar shall certify to the Academic Vice President and Department Chairs that the grade report for each instructor’s class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each “I” grade have been placed in the Department files and shall so certify to the Vice President.