



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EGA-3 Standard Grade Record

APPROVED: April 3, 1981
Year of last review: 2021

REVISED: August 3, 2012

AUTHORIZING BOARD POLICY: EGA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish and implement a uniform procedure for recording student grade information.

PROCEDURE:

I. Student Grade Record

- A. Instructors are required to maintain an accurate record of student grades from the first day through the end of each semester/session. The original copy of this document is considered the exclusive property of the District and must be submitted to the Office of Admissions and Registration at the end of the semester/session. Final grades shall be submitted via the El Paso County Community College District (EPCCCD) web site.
- B. Grade Record Format

A paper grade record may be available from the Office of Admissions and Registration or the instructor of record may obtain a grade record online. Instructors may create or generate their own grade record.

If an instructor generates the grade record, the grade record must include:

 - 1. Course Information
 - a. Course prefix
 - b. Course number
 - c. Section number
 - d. Semester/year
 - e. Class meeting days
 - f. Class time
 - g. Class location (campus)
 - h. Class meeting room
 - 2. Instructor Information
 - a. Name
 - b. EPCCCD ID number
 - 3. Student Information
 - a. Student ID number
 - b. Student name
- C. If the student is dropped, the instructor must note the last date of attendance.
- D. End of Semester Grade Reporting

The instructor needs to submit the final grade online, and submit the paper copy of the grade record to the Office of Admissions and Registration. Immediately at the end of the course, the instructor must submit these grade records. The Office of Admissions and Registration will report instructors who turn in late grades and grade records to the Deans.

II. Loss of Records

In the event of the loss of grade records by the instructor, the instructor must report the loss immediately to his/her Dean. The Dean will contact the Chief of Information Security Officer about the loss.

***Note:** The word "faculty" denotes instructors, counselors and librarians.