



**Cochise College
Administrative Policy**

**Category: Instruction
Policy Number: 3005
Title: Grade Record**

Student evaluation and assignments of final course grades are the responsibility of the faculty. Grades measure student performance in a course. Each instructor shall record each individual graded activity earned by each student in a grade book or other approved format. All final course grades shall be recorded on the student's transcript by the registrar at the close of each term.

**Procedure 3005.1
Official Grade Records**

Each instructor shall be required to maintain an accurate record of student progress by documenting all individual graded activities. An explanation of the instructor's grading system and rationale used to arrive at a final grade for the course will be included as part of the activities. The grading system and rationale must be compatible with the grading statement provided on the course procedure sheet and in compliance with college policies. A copy of each course procedure sheet shall be on file with the appropriate dean or director, who shall retain it for one semester following the term the course was delivered.

Official grade rosters must be submitted online to the registrar's office at the close of each semester, session, or phase. All associate faculty shall turn in complete grade books or instructional materials to the appropriate dean or director, who shall retain them for a minimum of one semester after grades have been submitted. All full-time faculty shall retain grade records for a minimum of one semester. Full-time instructors terminating employment with the college shall turn in all grade books or instructional records to the appropriate dean.

The college recognizes that some programs are required by external governing bodies to maintain grade books for a period longer than one semester. All such programs will comply with these regulations. Grade books and instructional records will be turned in to the appropriate dean or director.

**Procedure 3005.2
Grade Change**

A faculty member may change a grade reported earlier to the registrar only by following the change of grade procedure established by the Vice President for Instruction/Provost.

In the absence or separation of the instructor from the college, the appropriate dean shall have the authority, with proper documentation, to make the necessary change.



Procedure 3005.3
Release of Transcripts

The registrar, designated as the official custodian of student records, shall designate employees who are authorized to release transcripts.

The registrar's office will forward transcripts upon the request of a student in good financial standing. A student may also obtain an unofficial transcript through the Cochise College portal. The college charges a fee for all official transcripts.