

TO: FULL AND PART-TIME FACULTY

FROM: DR. DEBRA DERR, VICE PRESIDENT OF LEARNER SUCCESS

RE: FINAL GRADE ROSTER INFORMATION - FINAL GRADES DUE MAY 19TH

DATE MAY 14, 2008

New Requirement: MATC is now required to submit actual student grades to the Wisconsin Technical College System state office (WTCS) when submitting our mandatory reports. In the past, we only needed to submit student completion information. Obviously, grades are important because they complete the student's academic record, but this new requirement increases the importance and visibility of our grade collection status. We appreciate your diligence in ensuring timely and accurate grade submission. Starting in January, the Center leadership will receive missing grade reports and are asked to follow up with faculty, as needed.

The Enrollment Center will continue to send out monthly missing grade reports (on pink paper). If you receive a missing grade report, and feel you've received it in error, please contact Lori McRoberts in the Enrollment Center (records@matcmadison.edu or by phone 243-4260). Otherwise, please complete the roster as soon as possible and send to the Truax Enrollment Center.

Final grade rosters for the spring term have been produced on **blue paper** and have been placed in instructors' mailboxes. The rosters should contain "W" grades that were submitted previously.

- Please indicate grades/attendance on the grade roster and sign the bottom – see directions for further information.
- Please make a copy to retain for your own records.
- You can submit the original to an Administrative office at a Regional Campus, or the Enrollment Center at Downtown or Truax (drop box at Truax located outside the Enrollment Center, room 159). Mailing address: Attn: MATC Enrollment Center 3550 Anderson Street, Madison, WI 53704.
- Grade rosters were generated for **all** spring classes including those that have ended and received final grades previously.
 - Please review these rosters carefully for any missing grades.
 - Rosters that have all grades indicated need not be returned – retain this copy for your own record.

If you need another copy of your roster, please contact the Truax Enrollment Center at 246-6210 or the DT Enrollment Center at 258-2300 or your center office and request another grade roster be printed for you.

GRADING INFORMATION

INCOMPLETES

1. To remove the incomplete grade, forward a grade change form to the Enrollment Center. A final grade will be recorded on the student's transcript.
2. If the "incomplete" is not replaced with a final grade, it will change to an "F" prior to the issuing of the final grades for the next full term's (except summer) final grades.

WITHDRAWAL & FINAL GRADES

Withdrawal Policy:

- a. "Withdrawals are not granted during the scheduled final examination periods ..."
However, if a student has not been attending class and therefore does not take your final exam, the student should be issued a grade of "W."
- b. "Missing a final examination without notifying the instructor and without having a satisfactory excuse will result in an automatic 'F' on the examination."

POSTING OF FINAL GRADES

Grades should not be posted for students by **social security numbers, student ID numbers** or names. Per the Legal Guide for Admission and Registrar's Offices:

"The Federal Privacy Act of 1974 limits the use of students' social security numbers. Many instructors post grades adjacent to their offices at the end of the term. Although most instructors detach students' name, the listing is generally in alphabetical order by student number or social security number. This places the faculty member and the institution in a precarious situation because the confidentiality of grades is in jeopardy. Instructors and others who post grades should use a system that ensures that the requirements of the Buckley Amendment (Family Educational Rights and Privacy Act) are carefully met."

Grades are due on **May 19th** and grade reports will be available to students on through "Inside MATC" beginning **May 23rd**.

STUDENT FAILURE TO REGISTER FOR CLASS

Students who do not appear on your Grade roster are not "registered" and should not be added to a roster nor be given a grade.

MATC policy states in the catalog:

"Registration after the semester has ended is not permitted. In the event of extenuating circumstances, permission to register must be obtained from the Vice President of Learner Success."

Send all students to the Enrollment Center or Regional/Downtown administrative office who are attending but not listed on the grade roster or have indicated some other problem with their registration.

Your cooperation is appreciated in helping us clear up any errors. If you have any questions, please phone the Enrollment Center at 246-6210.

DIRECTIONS

1. RECORD GRADES AND HOURS PRESENT.
2. SIGN ROSTER BEFORE RETURNING TO ENROLLMENT CENTER OR REGIONAL CAMPUS OFFICE.

If you have questions, please phone the Enrollment Center at (608) 246-6210.

HOURS PRESENT

Actual number of periods/hours student was present, even if zero. Record whole numbers only.

GRADES

Instructors are responsible to maintain detailed student attendance and grade records.

DEGREE CREDIT CLASSES

A, AB, B, BC, C, D, F and include hours present.

I - Incomplete (not valid as a mid-term grade). If not removed, grade will change to "F".

Obtain from the Enrollment Center or Regional Campus office Grade Change form for each student when recording a grade of "I" on this roster. Retain the form to change grade of "I" when student completes their work.

AU - Auditing. Be sure to indicate hours present.

W - Attended but withdrew or transferred to another course section. Record grade of "W" and hours present.

N - Never attended. Record "N" if student did not attend and zero "0" for hours present.

DEGREE CLINICAL CLASSES

P - Pass for specific classes that are designated as Pass/Fail

F - Fail for specific classes that are designated as Pass/Fail

NON-DEGREE CREDIT – (Adult Continuing Education Classes)

A, AB, B, BC, C, D, F and include hours present – letter grades for specific structured developmental classes.

S - Satisfactory, include hours present.

U - Unsatisfactory, include hours present.

W - Attended but withdrew or transferred to another course section. Record grade of "W" and hours present.

N - Never attended. Record "N" if student did not attend and zero "0" for hours present.

P - Pass, include hours present (For Alternative Learning/Basic Education classes).

Examples

	<u>Grade</u>	<u>Hours Present</u>
Student Never Attended	N	0
Student stopped attending	W	actual attendance
Student completed class	appropriate grade	actual attendance

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