

Section III
Student Academic Policies and Procedures



Table of Contents

Section III – Student Academic Policies and Procedures

A.	Evaluation and Grades	III-2
B.	Yavapai College Grading	III-2 thru III-3
C.	On-line Grading	III-4
D.	Issuing a Grade of Incomplete	III-4
E.	Posting Grades	III-4 & 5
F.	Change of Grade Procedure	III-5
G.	Student Appeal of Academic or Instructional Decisions.....	III-6
	• Grade Posting Manual	III-7 & 8
	• On-line Grading FAQ's	11-9
H.	College Policy on Academic Integrity	III-10 & 11
I.	Student Attendance Policy	III-11& 12
J.	Mental Health Policy.....	III-12
K.	Student Removal from Class	III-12
	• When a Student Disrupts Class	III-13
	• Handling Student Complaints	III-14

SECTION II ACADEMIC POLICIES AND PROCEDURES



A. **EVALUATION AND GRADES**

Evaluating, testing and grading are primarily the instructor's prerogative and responsibility. The instructor usually composes appropriate evaluative instruments; however, in some cases, standardized and/or departmental tests are available. All instructors are encouraged to use a variety of assessment measures. Teachers are required to maintain a college-level grading standard.

Midterm Evaluation/Grades

Yavapai College does not require that a mid-term grade be submitted; however, faculty are encouraged to keep students informed of their progress throughout a course. Please discuss any concerns about a student's progress with your Division Dean as early as possible in the semester.

Final Evaluation and Grades

Numerous evaluations are encouraged in determining final grades. Final examinations or projects can be administered during the last class meeting, or at prior class meetings as appropriate. Final grades are required for all students enrolled in the class.

B. **YAVAPAI COLLEGE GRADING**

Grade averages are computed by multiplying the grade points by the corresponding semester hours of credit and dividing the sum of these products by the total semester hours.

A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Unsatisfactory	1 grade point per semester hour
F	Failure	0 grade points per semester hour
I	Incomplete	not computed in GPA
S	Satisfactory	not computed in GPA
U	Unsatisfactory	not computed in GPA
Y	Institutional Withdrawal	not computed in GPA



Students may repeat classes with limited restrictions.

Instructors submit final grades using a secure site on the myYC Portal. Instructions for posting grades are provided further on in this Section.

Satisfactory/Unsatisfactory Grading: Some Facts to Know

Yavapai College encourages each student to explore subjects outside the major field of study. The "Satisfactory / Unsatisfactory", or S/U grading is one way the college stimulates this exploration.

- The "S" grade is defined as equivalent to a grade of "C" or better on the conventional grading scale of A – F (usually 70%). A course completed with an "S" grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course. A course completed with a "U" grade indicates student did not achieve appropriate knowledge to satisfy the requirements of the course.
- A maximum of twelve (12) hours of "S" credit from 100- and 200-level course may be applied toward Yavapai College graduation requirements.
- S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC).
- S/U grades are not computed in the student's Yavapai College grade point average.
- S/U grades may affect a student's financial aid status (See Satisfactory Academic Progress requirements in the catalog and class schedule).
- A contract is no longer required for an instructor to assign S/U grades. The previous deadline has been removed that requires a student and instructor to agree on S/U grading within a specific time frame. An instructor may choose to assign an S/U grade at the end of the term.

Caution your students: Since some colleges and universities limit credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, students preparing to transfer should select S/U grading option only for elective courses.

Policies regarding transfer of credit, admissions, and how "S" grades will "count" vary from institution to institution. It is strongly recommended that students planning to transfer consult with their Yavapai College academic advisor, as well as an advisor or admissions representative at the prospective college or university they wish to pursue after leaving Yavapai College, for the most up-to-date information.

Questions? Prescott Advising 776-2106 Verde Student Services 634-6563

C. ON-LINE GRADING

Online grading through the myYC Portal is the required method for all faculty to post grades at Yavapai College. See the Instructions below.



Posting grades on Blackboard is preferred. Students have 24/7 access to Blackboard. Training workshops are scheduled near the end of each semester. If you have not yet used the online grading system or you would like a refresher, feel attend one of these workshops.

Additional opportunities for hands-on training or one-on-one help is available during regular office hours at any of the district registration sites, and by some Division faculty. You may also contact Chris Heyer, Adjunct Faculty Coordinator- for one-on-one instruction or questions. You may contact her at Extension 4568 (Verde) or 2018 (Prescott); or via E-mail - chris.heyer@yc.edu.

D. ISSUING A GRADE OF INCOMPLETE

A grade of "I" (Incomplete) may be requested by a student and will be posted to the student's permanent record only at the end of a semester in which the student has done the following:

1. Has completed a significant majority of the work required for the course while maintaining a "C" average for work submitted and is capable of completing the remainder of the required work for this course and;
2. Experienced extenuating circumstances which prevent completion of the course requirements.

It is the exclusive responsibility of each student receiving an Incomplete to be in communication with the instructor and complete the course(s) by the deadline established by the instructor; the maximum of which can be one year. The instructor will then initiate a "Change of Grade" form. If the instructor is no longer available, the student should contact the supervising instructional dean. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the permanent record.

E. POSTING OF GRADES

Student records must be kept confidential, according to Federal Law and, therefore, **MUST NOT BE POSTED** by student name or any part of the social security number.

This confidentiality requirement includes quiz and exam grades, attendance record, or other methods of evaluating student progress, as well as final grades. Student grades **may not** be posted by name or undisguised social security number.

Furthermore, you may not simply cut off, disguise, or blacken out the first five digits of the social security numbers as they appear on your grade roster since the resulting list would still be arranged alphabetically. Student telephone numbers **must not** be used.

F. CHANGE OF GRADE PROCEDURE

1. Once a grade for a course has been officially recorded by the Office of the Registrar, the grade may be changed because:
 - a. An error occurred in computing and/or recording the grade; or,
 - b. An incomplete grade (I) was originally recorded.
2. In case of clerical error, students may request a grade change no later than 120 days after the official notification date.
3. Except as noted in paragraph "4" herein, or unless the Chief Academic Officer or designee has directed that a change of grade occur, as a result of a "student appeal of grade," a "Change of Grade" must be initiated by the instructor who assigned the grade. Such instructor must complete and file with the Registrar, a "change of grade" form.
 - a. For changes of incomplete or in-progress grades, only the instructor's approval is required.
 - b. For other changes of grade requests, the following is required:
 - i.) the Supervising Division Assistant Dean/Associate Dean or Administrator will recommend or not recommend approval to the Dean of Instruction.
 - ii.) the Dean of Instruction will act to approve or disapprove the request.
 - a) If the Dean of Instruction approves the request for change of grade, the change will be forwarded to the Registrar, who will officially record the change.
 - b) In the event the Dean of Instruction does not approve the requested change, the student may appeal, in writing, to the Chief Academic Officer, whose decision will be final. In this situation, the instructor may review policy and procedure 3.7. In case of grade appeal, refer to the "Policy for Student Appeal of Academic or Instructional Decisions by Faculty".
4. If the instructor of the course is no longer available, the student may submit, in writing, to the supervising Division Dean, a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the division assistant dean will forward a recommendation to the Dean of Instruction, who will render a decision, which will be considered final.

G. STUDENT APPEAL OF ACADEMIC OR INSTRUCTIONAL DECISIONS

Students may appeal an academic or instructional decision by faculty if they deem the decision is incorrect or unfair. The appeal must be made in a timely manner in accordance with established procedures. Issues that may be appealed include, but are not limited to, assignment of grades and course requirements.

Remember, your syllabus is the first place your Division Dean will look to see if your grading is clear – make sure you have been clear and complete on your syllabus. Also make sure you keep student records a minimum of three semesters.



F. HELP!

Get help from any of these sources:

- See the User Manual linked to each one of the on-line pages.
- See the Frequently Asked Questions (FAQ) on each of the on-line pages.
- Call the Registrar at (928) 776-2107 or e-mail either:
or registrar@yc.edu

- Call Chris Heyer, Adjunct Faculty Coordinator at (928) 649-4568 (Verde);
(928) 776-2018 (Prescott); or E-mail: chris.heyer@yc.edu

Still have questions?



See the Next Page for the most Frequently Asked Questions.

Grade Posting Manual is changing to Banner!

Updates will be available shortly.

Instructor Grade Posting Users' Manual

=====

Includes policy changes effective in 2006 Fall that eliminated "enrichment" and required withdrawals to be completed prior to end-of-term.

=====

FAQ: Frequently Asked Questions

How do I assign grades?

The system is designed to be intuitive. Step-by-step instructions are in the Instructor Grade Posting User Manual linked to every page of the grade posting system.

When can I assign grades?

There is a 14-day period during which you can assign grades. It is based on the official ending date of the class. The system opens a class for grading seven (7) days prior to ending and closes the grading seven days after the class ends. Your grades must be entered during this period. If you are not sure of the official ending date of your class, use the on-line Instructor Class Roster; dates are listed in the heading just below your name.

What if I miss the 7th day deadline?

The grading system automatically closes after the deadline. Contact your Assistant Dean or Associate Dean for instructions.

How can I assign a grade that is not displayed for a student?

The only grades displayed are those valid for the student's registration status.

How is an "Incomplete" grade handled?

"Incomplete" requires you to certify the conditions for the grade, a deadline for the student, and a grade to be assigned if the work is not submitted.

Why don't some of the students appear on the roster?

If a student withdrew from the class, he/she will be listed below the active students. If a student does not appear anywhere on the roster, he/she was not officially enrolled and cannot receive credit.

Can I use the on-line system to change a grade?

No, you must submit a Change of Grade form to the Office of Instruction.

How can I change an Incomplete to a letter grade?

If the deadline has not passed, submit a Change of Grade form to the Registrar's office.

I have questions that aren't answered here.

Need more help? Contact us: Registrar@yc.edu.

- Sheila Jarrell, Registrar, (928) 776-2107 or sheila.jarrell@yc.edu
- Call Chris Heyer, Adjunct Faculty Coordinator at (928) 649-4568 (Verde); (928) 776-2018 (Prescott); or E-mail: chris.heyer@yc.edu

H. COLLEGE POLICY ON ACADEMIC INTEGRITY

Also refer to the [Student Code of Conduct](#)



Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's "Student Code of Conduct."

Copies of this code are available through the Office of the Dean for Student Services (Prescott Campus), the Assistant Dean for Student Services (Verde Valley Campus), Office of the Associate Dean or Program Directors (Prescott Valley and Chino Valley Centers), Associate Dean of Extended Learning (all other sites). Failure to abide by the terms and conditions of the "Student Code of Conduct" will result in disciplinary action, up to and including dismissal from the College.

In the event of severe or multiple cases of academic misconduct, the Judicial Coordinator may initiate an investigation and, if appropriate, take action that could result in counseling, warnings, reprimands, probation, suspension, expulsion, or loss of scholarships or institutional grants. The student may appeal any penalty imposed by the Judicial Coordinator through the college procedures for "Student Due Process."

Plagiarism

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This can include, but is not limited to, such practices as: quoting without giving proper credit to a source, expanding someone else's work without giving proper credit, adopting as one's own an actual document (including the copying of print or electronic media), and directly using someone else's ideas without giving proper credit.

Cheating

Cheating is defined as submitting assignments, examinations, or other work which is based on deception or misrepresentation of the individual's own work. Cheating includes the furnishing of materials to another person for purposes of aiding that person to gain unfair academic advantage.

Student Violation of Copyright

The unauthorized reproduction or use of copyrighted material, whether print or electronic media, is unacceptable and considered an act of academic dishonesty. In addition, the violator may be subject to legal penalty since such practice is illegal.

Penalties

The following penalties may be applied in instances of academic dishonesty:
A grade of "F" (Failure) may be awarded for the assignment in which academic dishonesty occurred or for the entire course regardless of the length of time the student has been in attendance. The grade of "F" will override or supersede any student-initiated withdrawal from the course.

Dismissal from the College may occur if a student is found to have committed an act of academic dishonesty. The length or time period of the dismissal will depend on the nature of the offense and may include permanent dismissal.

Legal measures may be taken by Yavapai College.

I. STUDENT ATTENDANCE POLICY

Yavapai College offers courses in a variety of delivery formats. Students are expected to attend classes and/or actively participate in all credit courses regardless of the delivery method.

All course syllabi will state attendance and class participation requirements. Syllabi will also define any consequences for not adhering to attendance and/or participation requirements. The course calendar must identify assignments that require student participation in class activities or due dates for course assignments.

Excused Absences

Instructors have discretion to excuse absences for illness, optional activities related to other classes, or personal emergencies. Absences due to a student representing the college in some official capacity participating in a required field trip for another class will be excused, upon presentation, by the student, of verifying evidence.

Lateness

Instructors have discretion to establish class policies specifying that a given number of unexcused tardies arrivals will equate to one unexcused absence.

End-of-Semester Absences

If an absence, which would otherwise result in a student being dropped, occurs after the deadline for student-initiated withdrawal (November 1 or April 1), the instructor may either drop the student or retain the student on the class roll and award the grade warranted by the student's performance.

Exception to Policy

An instructor wishing to employ a teaching strategy (such as contract learning, open-entry/open-exit, personalized system of instruction) in which the attendance records required above are inappropriate, may propose to the appropriate dean a system which deviates from the above guidelines. If the dean ascertains that the proposed system adequately monitors student activity and progress, the instructor may be authorized to implement it.

Student Responsibilities

A student wishing to have an absence excused for any reason must contact the instructor and present such verifying evidence as may be required. Instructors typically require make-up work whether or not the absence is excused. A student who expects to be absent for athletic travel, a field trip or any other activity scheduled in advance must make prior arrangements with the instructor concerning make-up work.

J. MENTAL HEALTH POLICY

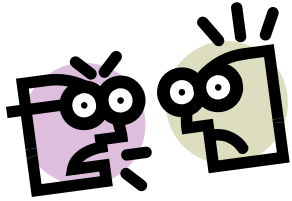
Students exhibiting disruptive behaviors, or behaviors indicative of psychological or mental problems which are potentially harmful to themselves or others, in the judgement of the Assistant Dean of Student Services and/or Judicial Coordinator (or designee), Prescott Campus, or the Student Services Manager at the Verde Valley Campus, may be required to submit to a mental health diagnostic evaluation as a condition for continuing enrollment. The student may be suspended pending the outcome of the evaluation and, if the student refuses to submit to the evaluation, may be withdrawn from classes. Selection of the mental health professional and payment for the evaluation is the responsibility of Yavapai College.

The decision to permit continuing enrollment of the student in question will be based on information gathered from the diagnostic evaluation and any recommendations received from mental health professionals, and other facts pertinent to the case. The college reserves the right to exercise the final judgement with respect to the student's continued enrollment.

K. STUDENT REMOVAL FROM CLASS

An instructor may dismiss a student from a class meeting for disruptive behavior. This action shall be immediately reported to the Judicial Coordinator (Prescott Campus and Extension locations), or the Assistant Dean of Student Services (Verde Valley Campus). The student must confer with the instructor and the instructional administrator before being readmitted to class. In extreme cases, an instructor may drop a student from a course for disruptive behavior. A student may appeal this action through procedures outlined in the Student Code of Conduct.

See the information on the next pages for student complaints and disruptions.



When a Student Disrupts a Class

There are certain expectations for student behavior in an adult learning environment, which are outlined in detail in the Student Code of Conduct. Obviously, illegal activities are not allowed; but what about students whose behavior interferes with your ability to conduct class?

Classroom management is usually not expected to be an issue, but occasionally students do not behave appropriately. As a faculty member, ***you do not have to tolerate disruptive students in your class!*** Different instructors will use different methods for dealing with students who exhibit behavior problems, but if you find that your methods are not working, you may want to draw on some outside assistance.

If a student's behavior warrants outside intervention, contact the Dean of Student Services (Prescott, Michael Dougherty 776-2279 or Verde, Barbie Duncan, Assistant Dean of Student Services, 634-6528). In many cases, classroom behavior problems may be indicative of other types of issues for which a student may need assistance. Intervention will help us to direct students to appropriate services to address their needs. Hopefully this will enable the student to be more successful in our learning community.

In cases where there is imminent potential for harm to ***anyone***, security should be called immediately. See the emergency procedures in your classroom for whom to call. (Verde Security – 634-6599; Prescott Campus Safety – 776-2185, 311 or 911 (for emergencies)).

Various sanctions may be employed to ensure that the student understands what is expected, and what will occur if these expectations are not met. Generally, we will start with a formal warning, outlining expectations and consequences. Multiple or more serious infractions may result in suspension or expulsion, with conditions for re-enrollment. In all cases, it is important that the student's rights and well-being are protected, as well as making sure that college processes can be effectively carried out without disruption.

Any time you observe a student is violating the Student Code of Conduct, you should contact Student Services to discuss the situation so that an appropriate course of action can be implemented. In order for us to take any kind of formal action, a detailed, written description of the situation will be necessary.

To receive a copy of the [Student Code of Conduct](#), contact the Student Affairs office, or you can read this information on College Website:

<http://www.yc.edu/content/studentaffairs/scc/default.htm>

See the Next Page for Handling Student Complaints.



When a Student Complains

The information and scenarios below is just a brief guide to help you understand what happens when a student has a complaint about a faculty or staff member. You may also wish to refer to the YC catalog for more detailed information on student complaints and grade appeals.

- ▶ Precipitating event occurs –usually a disagreement of some kind. Student and involved YC faculty/staff member meet and discuss the event in private to try to diffuse the situation and determine a mutually acceptable plan for resolution.
- ▶ In the event the discussion between the student and faculty/staff member fails to resolve the problem, the student may pursue further action. Often at this point, the student may contact his/her Advisor in Students Services or the Division faculty/staff member's immediate supervisor (lead faculty member if complaint involves faculty member).
- ▶ Student's Advisor or YC faculty/staff supervisor/lead faculty investigates the concern by speaking with the involved parties individually to determine the facts. This person will then intervene as a mediator between the parties to attempt to establish a mutually satisfactory solution. The majority of complaints that are unable to be resolved can usually be resolved at this level. Often, in this discovery process, other issues affecting the student are revealed, which may be addressed through support services available through campus and/or community resources. The mediator will alert lead faculty and/or the Division Dean / Associate Dean about the outcome, as appropriate.
- ▶ If this mediation fails, the mediator will refer the parties to the next appropriate level. If the complaint involves a faculty member, this would be the Division Assistant Dean / Associate Dean. In other cases, it may be the Dean of Instruction.
- ▶ At each step, the goal is to listen and respond to both sides, treat the individuals involved with respect, and encourage them to reach a reasonable and agreeable solution. There are very few circumstances which cannot be resolved early in the process if these principles are followed.

Questions or concerns about student complaints, and procedures for handling them may be directed to Student Services/Advising office.

Prescott	928-776-2106
Chino Valley	928-717-7720
Prescott Valley	928-717-7910
Verde Valley	928-634-6563
Sedona	928-649-4265