

**BROOKDALE COMMUNITY COLLEGE**  
**COLLEGE REGULATION**

**5.0022R**

**I. Title of Regulation**

Student Grade Sheets

**II. Objective of Regulation**

To assure that students receive grades quickly and accurately

**III. Authority**

Bylaws of the Board of Trustees, Section 1.3034(m)

**IV. Regulation Statement**

At the end of every semester Grade Sheets for the students will be completed by appropriate faculty on the forms distributed from the Office of the Registrar. The Registrar will designate the appropriate times of the day in which a designated person in the Office of Admissions, Records and Registration will be on duty to accept Grade Sheets from faculty and designated support staff.

Grade Sheets will be turned in by faculty departments directly to the Office of Admissions, Records and Registration.

Grade Sheets must be turned in within five consecutive days following the last day of instruction. The Registrar will notify Division Chairs and the Director of Extension Services of any Grade Sheets not turned in within six days so that steps may be taken to ensure that no Grade sheets are outstanding at the close of the eighth day.

The Director of Admissions and Records will see that all Grade sheets will be sent to Data Processing no later than the evening of the eighth day following the last day of instruction.

Grades will be processed and in the mail to students within three days. (Grades are held over in case of restrictions.)

Change of grades for DCR completion will be submitted to the Registrar within eight days of the date of final work submission.

**V. Responsibility for Implementation**

Vice President for Educational Services

Approved: President  
7/10/74  
Effective: 7/10/74  
Revised: 9/1/75