Standard Operating Procedure

Procedure Title: Use of Course Management System Gradebook
Procedure #: AA.006
Revision #: 000

Unit Responsible: Academic Affairs
Individual Responsible: Academic Deans

Effective Date: 08/20/2020
Initial Approval Date: 05/15/2020
Last Review/Update Date: 05/15/2020
Next Review Date: 05/01/2023

*Does this procedure support a Board Policy? Yes
  If yes, identify: 3.170-Student Attendance

Board policies can be found at: LCC Board of Trustees Policy Page

*Does this procedure support HLC criteria? Yes
  If yes, identify: Criteria 3.C

HLC Criteria can be found at: HLC Accreditation Criteria

*Does this procedure support a State or Federal Regulation? No
  If yes, identify: n/a

*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.
Use of Course Management System Gradebook, BP 3.170

1. **Purpose**

To ensure that Lansing Community College (LCC) and students have access to students’ grades in support of continued student success.

2. **Scope**

This Standard Operating Procedure (SOP) applies to all teaching faculty.

3. **Prerequisites**

n/a

4. **Responsibilities**

The responsibility for the interpretation and administration of this procedure lies with the Provost or designee.

The Academic Senate will collaborate with the Provost to provide support and/or training necessary to assist employees in overcoming any barriers.

5. **Procedure**

1. The CMS gradebook will be set up prior to the beginning of class.
2. Upon receipt of assignments, faculty will grade them in a timely manner in accordance with the guidelines set forth in their program operating plans.
3. Once assignments have been graded, faculty will enter those grades in the CMS gradebook within two business days.

6. **Reference**

Use of CMS gradebook provides students with timely and meaningful feedback on their progress and allows LCC to review the gradebook during and after the completion of semesters. The information in a gradebook can be accessed by Financial Aid to determine the last day of participation for a student in order to comply with applicable regulations. Students who have not participated are covered by the Course Participation Verification.
7. **Definitions**

Course Management System (CMS) is an online course delivery platform that includes a grading management system.