

Policy and Procedures Manual



Policy #:	3-05
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Final Grade Reporting Policy
Effective Date:	May 15, 2019
Revision Date:	
Approved by:	Policy Committee

FINAL GRADE REPORTING

POLICY

Valemount College recognizes the rights of students to receive final grades in a timely manner. This policy specifies guidelines for reporting and verifying grades.

PURPOSE

Valemount College recognizes that accurate and timely reporting of grades is essential for student success. Students require final grades as a measure of their course completion for a variety of essential reasons. These include, but are not limited to: graduation and/or completion of program requirements, meeting pre-requisites for continuing or subsequent programs, transfer and admission to other educational institutions, meeting employment requirements, and eligibility for financial aid and awards.

GUIDELINES

Valemount College will make every effort to enter final grades in the student records system:

- Within fourteen (14) calendar days after writing a final examination; or
- If there is no final exam, within fourteen (14) calendar days of the last day of classes for the course.

The College Director may grant extensions to the grade reporting deadlines at their discretion and will notify the Executive Assistant and/or Instructor of any extension. Grade reporting extensions shall not exceed four (4) calendar days.