

STUDENT GRADES

POLICY

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the grading options for students outlined in the procedures for STU-15.

STUDENT GRADING

PROCEDURES

The purpose of these procedures is to establish written guidelines to implement the Board of Education policy on student grades.

Definitions: Certain terms used in this policy shall have the following meanings:

Audit Grade Option - A grading option available to any student who is enrolled in a course for "personal development." The student does not intend to work toward a certificate nor present course records to an employer. The audit option does not ordinarily allow the student to take part in examinations or be graded unless requested by the student.

Course - A group of learning objectives centralized on a specific topic that lead to a level of knowledge and skill in a specified subject or career major. Courses can be added together to make up a framework career major or personal/professional development program.

Framework Course – A course defined by Oklahoma Department of Career Technology Education (ODCTE) as a set portion of a career major with defined hours and objectives.

Grading Period - A predetermined length of time for which instructors issue grades that reflect students' performance in a course/career major.

Pass/Fail Grade - A minimum passing grade is predetermined for a course. A student earning the required minimum grade is issued a pass (P) grade. A student who does not earn the minimum required grade is issued a fail (F) grade. Minimum passing scores for courses may vary according to outside agency or employer requirements.

Personal/Professional Development Course – A non-framework course.

Prerequisite – Requirements that must be met before enrolling in a course or career major.

Satisfactory Academic Progress - A student is considered to be making satisfactory academic progress if the student maintains a grade of "C." or better. Satisfactory academic progress may be defined differently in career majors or courses for which special grading scales exist to meet state or national certifications or other special requirements. Requirements are defined in the applicable instructors' syllabi.

Truant - A student is considered to be truant if he/she intentionally fails to comply with the Oklahoma School Attendance Law.

Unsatisfactory Academic Progress - A student is considered to be making unsatisfactory academic progress if the student's grades fall below a "C". Unsatisfactory academic progress may be defined differently in career majors or courses for which special grading scales exist to meet state or national certifications or other special requirements. Requirements are defined in the applicable instructors' syllabi.

CAREER MAJOR FRAMEWORK COURSES

SECTION I. GRADES FOR CAREER MAJOR FRAMEWORK COURSES

A. Student Responsibility

1. In order to receive a grade, it is the student's responsibility to:
 - a. complete course requirements.
 - b. return all school-owned books, tools, and equipment or pay for the same.
 - c. pay all tuition, fees and any other indebtedness.

B. Letter Grades, Grading Scales, and Percentages

1. The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%
P/F	Pass/Fail
I	(Incomplete)
W	(Withdraw)

2. Percentage scores will be rounded to the nearest whole number. For example: 89.5 rounds up to 90%, whereas 89.4 rounds down to 89%.
3. Special grading scales may be used to meet State and National certification, apprenticeship program and other special requirements.

C. Incomplete Grades

1. When a grade of Incomplete (I) is issued, the student has ten (10) school days from the end of the grading period to correct the Incomplete grade or the "I" shall be recorded as an "F."

D. Recording Grades

1. Grades earned are recorded by the instructor in an official grade book or electronic grading system and a printed copy will be archived by the campus at the end of the school year.

SECTION II. CALCULATING STUDENT GRADES FOR CAREER MAJOR COURSES

A. Course Grades

1. Grading patterns are calculated and established by the instructor(s) and may include, but are not limited to:
 - a. Practice of Technical Skills Grades
 - b. Written Work Grades
 - c. Test Grades
 - d. Project Grades
 - e. Work Based Experiences (WBE) Grades
2. Each instructor's grading pattern will be stated in each of their career major's course syllabi. Each instructor shall include his/her grading requirements in the instructor's syllabus which will be submitted to the campus director or his/her designee.
3. Instructors will give the students a copy of the instructor syllabi at the beginning of each career major / course.
4. Though not specifically graded, there is no intent in this policy to minimize the value of instructional emphasis on students' attitude, attendance, or development of a positive work ethic.

SECTION III. ATTENDANCE IMPACT ON GRADES

A. Arrangements to Complete Work Missed

1. It is the responsibility of the student to contact the instructor and make arrangements to complete work missed.
2. No penalty will be assessed if work is made up in the required time frame.

3. The normal time frame is considered to be two (2) days for each day missed. In situations which require more time due to the nature of the program, the instructor is to set the date when make-up work is due.

B. Aviation Maintenance Technology (AMT), Barber, Cosmetology & Esthetician Requirements to Complete Work Missed

1. The career majors listed have regulatory/accreditation requirements for attendance. All time missed by students in these career majors, because of absences, tardies, early departures, etc. must be made up. Teachers shall require that the makeup time be aligned with the course objectives that were missed when the student was absent.
2. Under extenuating circumstances and with prior administrative approval, the time period may be extended an additional 10 school days.

SECTION IV. STUDENT PROGRESS

A. Secondary Student Progress Reports

1. At the end of the fifth week of each grading period, secondary student Progress Reports will be issued to any full-time student not making satisfactory academic progress. All students on an identified IEP (Individualized Educational Plan) will receive a Progress Report.
2. Student Progress Reports may be issued for satisfactory or excellent academic progress.
3. Student Progress Reports may be issued at other times if deemed necessary by the instructor.

B. Academic Probation

1. A student having unsatisfactory academic progress will be notified by a school administrator or his/her designee and placed on probation.
2. A secondary student placed on probation will have until the next grading period to achieve satisfactory academic progress or face possible removal from the career major
3. A post-secondary student placed on probation will be given a set time, stated on their probationary contract, to achieve satisfactory academic progress. Failure to achieve satisfactory academic progress may result in removal from the career major.

C. Failing Grades

1. A secondary student failing a semester may be dropped from the course(s) and/or returned to his/her sending school.
2. A post-secondary student who receives financial aid and fails to maintain satisfactory academic progress may be disqualified for further financial aid.
3. In career majors where requirements by an outside agency exist, criteria for failure of the course(s) are defined in the applicable course syllabi.
4. Students failing a course within a career major will be required to retake and repay for the course in order to successfully complete the career major.
5. Clinical requirements for some career majors designate that the student must pass their clinical course(s) at an 80% or better.

D. Reporting Grades

1. Instructors will enter the nine-week and semester grades as well as course grades for each secondary student by the last day of the reporting period. A student's permanent Tulsa Tech record is comprised of only semester and course grade.
2. Instructors will enter into the permanent records course grades only for post-secondary students.
3. The District Registrar will maintain the permanent student records and issue official transcripts.
4. Secondary student quarterly & semester grades will be sent by the District Registrar to each secondary student's high school. Semester grades are recorded on the student's transcript and become a part of his/her permanent high school record.
5. Report cards may be issued at the conclusion of each grading period upon request.

PERSONAL/PROFESSIONAL DEVELOPMENT COURSES

SECTION I. GRADES FOR PART-TIME & PERSONAL/PROFESSIONAL DEVELOPMENT

A. Grading Options

1. During the first class session, the instructor will explain the grading options available in the course.
2. The student must choose a grading option at the beginning of the course before any testing/grading, and there can be no changes once the course is underway. Students wishing to enter a full time career major must choose the letter grade option. Adjunct teachers of framework courses will go over these options/requirements with students.
3. The options are:

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	59-0%
P/F	(Pass/Fail)
AU	(Audit)
4. The grade of "I" (Incomplete) will not be used at the completion of a course.

B. Reporting Grades

1. Grades are recorded by the instructor and reported at the end of the course to the campus director or designee.
2. The supervisor (or assistant director) will direct the entry of grades into the district system.
3. At the end of the course, the campus registrar will print grade reports and mail the grades to the students.