



## Standard Operating Procedure

**Procedure Title:** Not Recorded (NR) Grade Correction

**Procedure #:** RO.028

**Revision #:** 000

**Unit Responsible:** Registrar's Office

**Individual Responsible:** Registrar

**Effective Date:** 04/14/2023

**Initial Approval Date:** 04/14/2023

**Last Review/Update Date:** 04/14/2023

**Next Review Date:** 04/01/2026

**\*Does this procedure support a Board Policy?** Yes

**If yes, identify:** [3.040 - Academic Standing](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** Yes

**If yes, identify:** [2A, 2B](#)

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.



## **Not Recorded (NR) Grade Correction, BP 3.040**

### **1. Purpose**

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This procedure documents the process for handling grades that have not been recorded once a course has ended and the deadline for recording grades has passed.

### **2. Scope**

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The procedure applies to the Registrar's Office and faculty and Academic Departments that post grades to students' official transcripts.

### **3. Prerequisites**

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This process begins once a course has ended. Instructors are required to record the grade earned for each student by the grade roll deadline established for each part of term.

Failure to submit a grade by the deadline results in the student receiving an NR grade on their academic record after the grades have rolled.

An NR grade is not acceptable for compliance, and can affect a student's Financial Aid eligibility, Academic Standing, and Grade Point Average (GPA). Students rely on timely updates of their grades in order to meet prerequisites for upcoming course(s), for completion of a degree or certificate, and/or to be displayed on their official transcript.

### **4. Responsibilities**

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Faculty: Responsible for submitting grades and, if necessary, Grade Change forms.

Academic Departments: Responsible for running the null grade report and NR grade reports and working with Faculty to ensure that grades are submitted.

Divisional Offices: Responsible for overseeing Academic Departments in working with Faculty to ensure that grades are submitted.

Registrar's Office: Responsible for overseeing this procedure, running data integrity reports, communicating with Divisional Offices, and Academic Departments as appropriate, and ensuring that all grades are recorded on the student's academic record.

### **5. Procedure**

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1. Academic Department staff run the Null Grades report to identify students with null grades prior to the grade roll deadline.

2. Academic Department staff work directly with faculty to get their grades entered into Banner.
3. Once end-of-semester grade roll is completed, both the Registrar's Office and Academic Department staff run the NR grade report, at least bi-weekly, to identify student(s) records with an NR grade recorded.
4. The Registrar's Office provides the Deans with the initial list of NR grades the day after grade roll for supervisory follow up.
5. For any NR grade, Academic Department staff work with faculty to complete a Grade Change form and submit it to the Registrar's Office by [email](#).
6. Upon receiving a Change of Grade form, the Registrar's Office updates the student's academic record appropriately.
7. Identification of the NR grade continues until all grades are entered.

## **6. Reference**

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- Grade Change form – Located O:\SA-Public\RegistrarsOffice\Forms
- Null Grade Report: Located in Argos under Student > Grades & Academic History > Null Grades – 1986
- Incomplete or NR Grades – 1294 Report: Located in Argos under Student > Grades & Academic History > Incomplete or NR Grades – 1294

## **7. Definitions**

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Null Grade: no grade is posted and will appear blank on Null Grade Report.