



## Standard Operating Procedure

**Procedure Title:** Course Management System (CMS) Gradebook Use

**Procedure #:** AA.006

**Revision #:** 001

**Unit Responsible:** Academic Affairs

**Individual Responsible:** Academic Deans

**Effective Date:** 07/21/2023

**Initial Approval Date:** 05/15/2020

**Last Review/Update Date:** 07/21/2023

**Next Review Date:** 07/01/2026

**\*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:** [3C](#)

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.



## Course Management System Gradebook Use, BP 3.170

### **1. Purpose**

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To ensure that students have access to their grades while taking their courses, and that the records are maintained and accessible as appropriate under the Family Educational Rights and Privacy Act of 1974 (FERPA) guidelines.

### **2. Scope**

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This standard operating procedure (SOP) applies to all teaching faculty in credit-bearing courses.

### **3. Prerequisites**

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n/a

### **4. Responsibilities**

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- 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**

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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**

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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 engagement (participation) for a student in order to comply with applicable regulations.

Students who have not participated are covered by the [Enrollment Verification and Student Attendance, RO.026-BP 3.170](#).

## **7. Definitions**

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