

# ISP 280P

## Grading Procedure

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### PURPOSE

Procedure to submit or change grades each term.

### SUMMARY

Instructors are responsible for assigning grades to students in each course section at the end of each term.

### PROCEDURE

1. The deadline to submit grades is noon on Monday after the term end date unless otherwise noted. Faculty who do not submit grades by this deadline will be contacted by their division's Administrative Coordinator for updates and assistance in getting grades submitted.
2. Grades are submitted online using the self-service system accessible through the faculty section of myClackamas.
3. Current grading instructions are provided via email by the Registrar's Office prior to the deadline each term.
4. Grades can be changed via the "Change of Grade" form found in the faculty portal of myClackamas. Grade changes that are requested more than four terms after the term the original grade was submitted for must be approved by the division Dean.
5. Questions about grading and submitting grades can be directed to the Registrar's Office at 503-594-6074 or [registration@clackamas.edu](mailto:registration@clackamas.edu)

### REVIEW HISTORY

ISP Committee	Adopted	January 24, 2025
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