

Academic Integrity

A Reference for College Tech Prep teachers partnering with The University of Akron

Grade Records and Reporting Grades

- (1) The instructor is expected to maintain a careful and orderly record of each student's academic performance in each class per the criteria for credit listed in the Credit Banking Agreement.
- (2) The grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance. It is recommended that secondary instructors keep copies of the required paperwork documenting student credit for 14 months after graduation.
- (3) It is the responsibility of any secondary instructor acting on behalf of The University of Akron in assessing student work to understand the criteria for credit as indicated in the Credit Banking Agreement or other document for articulated credit.
- (4) Secondary instructors must appropriately document and submit said documentation to Akron Area College Tech Prep upon the student requesting credit.
- (5) The percentage and/or letter grade recorded by the instructor is the percentage and/or letter grade that will be assigned to the UA course as detailed in the CBA. Supplemental documentation of industry certification(s), final exam(s), technical coursework grades, etc. will be required with the CBF.
- (6) Grades cannot be adjusted based on the scores of the class or for any other reason; the percentage earned must accurately reflect the UA grading scale as outlined by faculty liaisons.
- (7) By signing the Credit Banking Form (CBF), you are agreeing to uphold the academic standards set forth by The University of Akron. If falsification of the document occurs the agreement will become null and void.

Curriculum and Content

In order to keep agreements updated and accurate, it is the responsibility of instructors to communicate changes in curriculum to the director of AACTP and attend any leveling meetings that may occur. Without active participation by both secondary and college instructors, agreements will not correctly reflect curriculum and will not benefit the student.