Faculty Attendance and Grade Reporting Manual

LAS POSITAS
COLLEGE

TO THE LAS POSITAS COLLEGE FACULTY:

This manual has been prepared to provide an overview of the forms and procedures associated with grade and attendance reporting. Understanding each step of these procedures will assist you in maintaining complete and accurate records, which form the basis of our college funding and preserve the integrity of our student records/grades. Timely submission of your reports throughout the semester is critical and strictly enforced. It is important that you familiarize yourself with the enclosed information.

Included in this handbook is information regarding Attendance Roster Responsibility, Roster Submission Deadlines, Grade Reporting, and accessing CLASS-Web for Faculty.

For assistance, please contact **Tania Torres**, the Admissions and Records Faculty Liaison at **ttorres@laspositascollege.edu** or call her at **925.424.1549**.

We look forward to working with you and wish you a successful academic year!

Sincerely,

Admissions & Records

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Academic Calendar: Fall 2025

Fall 2025

Date	Event
August 14	Convocation Day
August 15	College Day
August 18	**Fall semester begins** (full-term classes only)
August 18	Associate Degree and/or Certificate of Achievement filing period begins through October 17
August 22	Instruction begins for Saturday classes
August 29	Last day to ADD/DROP with No Grade-of-Record (NGR) - In Person (full-term classes)
August 30	College closed - no Saturday classes
September 1	Last day to ADD/DROP with No Grade-of-Record (NGR) - Online (full-term classes)
September 1	Holiday - Labor Day (college closed)
September 2	CENSUS date (full-term classes only)
October 17	Deadline to apply for an Associate Degree and/or Certificate of Achievement
October 23	Flex Day (all classes scheduled before 4:00pm canceled; however, classes beginning after 4:00pm will meet as scheduled)
November 7	Last day to WITHDRAW with a "W" - In-Person (full-term classes)
November 9	Last day to WITHDRAW with a "W" - Online (full-term classes)
November 10	Holiday - Veterans Day (college closed)
November 26 - 28	Holiday - Thanksgiving recess (college closed) (no Saturday classes)
December 6	Last day of Saturday classes
December 12	Last day of Instruction
December 12	Last day to request Pass/No Pass (full-term classes)
December 13	Final Exams for Saturday classes
December 15 - 19	Final Examination Period
December 24 - January 1, 2026	Holiday - Winter Recess – No Instruction
January 2, 2026	Instructors – Fall 2024 grades due by 11pm via CLASS-Web
Week of January 5, 2026	Students - Fall 2024 grades available via CLASS-Web

California Education Code, Title V: Our Legal Mandate

CALIFORNIA CODE OF REGULATIONS

The laws governing enrollment (registration), attendance accounting, assignments of grades, and state audit procedures established for community college personnel are cited below.

REGISTRATION AND ENROLLMENT PROCEDURES

Title 5 (58108)

"Procedures for registration and standards for enrollment in any course shall be only those which are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district."

Open Enrollment in Courses

Board Policy (5127)

"Unless specifically exempted by statute, every course, course section, or class, the daily attendance of which is to be reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets appropriate academic prerequisites."

INSTRUCTOR ATTENDANCE ACCOUNTING STANDARDS

Title 5 (58030)

"The governing board of each district shall adopt procedures that will document all course enrollment, attendance, and disenrollment information required by the provisions of this subchapter. Authorized procedures shall include rules for retention of support documentation, which will enable an independent determination regarding the accuracy of tabulations submitted by the district to the Chancellor's Office as the basis of its claim for State support."

It is the official policy of the Chabot/Las Positas Community College District to comply with State attendance accounting regulations as published in the Education Code, in Title 5, and in the Student Attendance Accounting Manual (a Chancellor's Office publication).

Census Procedure - In general, the census week is the week nearest to one-fifth of the number of weeks in the primary term and applies only to credit courses scheduled regularly (with respect to the number of hours the course meets in each scheduled week), and scheduled conterminously with the district's primary term.

Positive Attendance Procedure - A record of actual hours of attendance will be submitted by instructors for students attending courses so designated.

California Education Code, Title V: Our Legal Mandate

POLICIES GOVERNING STUDENT ATTENDANCE

Policy on Class Attendance - It is assumed that each student will consider attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades.

Reporting Absences - Absences should be cleared directly with instructors. Students should be advised to notify you in care of the College.

Excessive Absences - A student absent for a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from that course by the instructor. This action constitutes an official termination of class enrollment and will be recorded.

You may not initiate the withdrawal of a student from your class after the automatic "W" date (Friday of the 12th instructional week).

REPORTING POSITIVE ATTENDANCE

The Office of Instruction will indicate those classes for which positive attendance (actual count of sessions attended by each student) must be reported for State financial support purposes, and you will receive notification before you begin instructing such classes. You should keep your own attendance records. Once the course is completed, please enter the hours attended for each student on your online grade roster. If you have any questions regarding attendance and grading for a positive attendance course, please contact Admissions and Records immediately.

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Family Education Rights & Privacy (FERPA): Our Legal Mandate

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, protects the privacy of student records. The Act provided for the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

WHO IS PROTECTED UNDER FERPA?

Students who are currently enrolled in higher education institutions or formerly enrolled, regardless of their age or status with regard to parental dependency. Students who have applied but have not attended an institution do not have rights under FERPA.

STUDENT AND PARENT RIGHTS RELATING TO EDUCATIONAL RECORDS

Students have a right to know about the purposes, content, and location of their educational records. They have a right to gain access to and challenge the content of their educational records. They have a right to expect that information in their education records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information in student records.

EDUCATIONAL RECORDS

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the college or someone acting for the college according to policy.

WHAT IS NOT INCLUDED IN AN EDUCATIONAL RECORD?

- Sole-possession records or private notes held by educational personnel within are not accessible or released to other personnel.
- Law enforcement or campus security records, which are solely for law enforcement purposes.
- Records related to an individual's employment by the institution (unless employment is contingent on student status).
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- Records of an institution which contain only information about an individual obtained after that person is no longer a student at that institution (i.e., Alumni records).

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WHO WOULD GENERALLY BE PERMITTED ACCESS WITHOUT THE STUDENT'S WRITTEN CONSENT?

- School officials who have "legitimate educational interest" as defined in the college's annual FERPA notification.
- Parents of a "dependent student" as defined by the Internal Revenue Code.
- The issuer of a judicial order or subpoena which allows the institution to release records without the student's consent, however, a "reasonable effort" must be generally made to notify the student before complying with the order.

WHEN DO YOU NEED CONSENT TO DISCLOSE PERSONALLY IDENTIFIABLE INFORMATION FROM AN EDUCATION RECORD (INCLUDING TRANSCRIPTS)?

With specific exceptions (as listed above), a signed and dated consent by the student must be provided by the student before any disclosure is made.

The written consent must include the following:
- Specify the records that may be disclosed.
- State the purpose of the disclosure.
- Identify the part of class of parties to whom the disclosure may be made by.

THESE GENERAL GUIDELINES ARE NOT INTENDED TO BE LEGAL ADVICE.

THIS DOCUMENT PROVIDED ONLY A SUMMARY OF FERPA. FOR FURTHER INFORMATION REGARDING FERPA, YOU MAY CONTACT:

DR. JEANNE WILSON, VICE PRESIDENT OF STUDENT SERVICES AT 925-424-1405 OR,
TAMICA WARD, DEAN OF ENROLLMENT SERVICES AT 925-424-1542.

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Course Deadline Dates: How do I find them?

Dates will vary for each course. Admission and Records highly recommends that instructors look up deadlines specific to their class.

We also encourage instructors to add specific Drop NGR and Drop with "W" dates to course syllabi to help best inform students.

For STUDENT-SPECIFIC Deadlines:
- Select "Check Section Deadline Dates".
- Enter your CRN and select the correct term.
- Hit Submit.
- You will see a window with the student deadlines, including:
  - "Last day to add class"
  - "Last day to drop NGR"
  - "Last day to P/NP"
  - "Last day to withdraw"

For FACULTY-SPECIFIC Deadlines:

- Log on to My Portal.
- Select "Faculty and Staff Menu".
- Click on "Attendance Roster Deadlines".
- You will see a window with the deadlines to submit rosters, including:
  - Opening Day Roster
  - Census Roster
  - Withdrawal "W" Roster

Note, that the NGR and the "W" deadlines differ for student-initiated vs. faculty-initiated drops.

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Course Deadline Dates: How do I find them?

Full Term Courses – Important Dates:

Type	Date
Class in Session	August 18th, 2025 to December 19th, 2025
Opening Roster Due Date	August 28th, 2025 at 11 P.M.
Last day for **STUDENTS** to ADD / DROP with no Grade-of-Record (NGR)	August 29th, 2025
Census Roster Due Date	September 9th, 2025 at 11 P.M.
Last day for **STUDENTS** to Withdraw with "W"	November 7th, 2025
"W" Roster Due Date	November 16th, 2025 at 11 P.M.

Late Start, Short Term, Weekend Courses – Important Dates:

- Deadlines will vary from course and instruction type.
- To find your specific deadlines, follow these step-by-step instructions:

  o For STUDENT-SPECIFIC Deadlines:
    - Select "Check Section Deadline Dates".
    - Enter your CRN and select the correct term.
    - You will see a window with the student deadlines

  o For FACULTY-SPECIFIC Deadlines:
    - Log on to My Portal.
    - Select "Faculty and Staff Menu".
    - Click on "Attendance Roster Deadlines".
    - You will see a window with the deadlines to submit rosters, including:

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Attendance Rosters

Attendance Rosters: Why rosters, and when are they due?

It is required by law that an instructor maintains accurate records documenting student attendance. Instructors are required to submit **3 Attendance Rosters** with corresponding deadlines throughout the term.

The following Attendance Rosters will be made available online via MyPortal and will be released during the appropriate submission window throughout the term:

Opening Day Class Roster

- Roster **OPENS 3 days before** the start of the course.
- Roster **CLOSES 10 days after** the start of the course.
- Course **Add Authorization Codes** are generated 2 days before the start of a class, and can be accessed through the Opening Day Roster.
- Course **Waitlist** closes with the Opening Day Roster. Please add students as spots become available in your course in the order they appear on the Waitlist.

Census Roster

- Roster **OPENS 5 days before** the course census date.
- Roster **CLOSES 7 days after** the course census date.

"W" Roster

- Roster **OPENS 8 days after** the census date.
- Roster **CLOSES 7 days after** the W deadline date for students.

Attendance Rosters: Why rosters, and when are they due?

Full Term Courses –Roster Deadlines:

Type	Date
Class in Session	August 18th, 2025 to December 19th, 2025
Opening Roster Due Date	August 28th, 2025 at 11 P.M.
Census Roster Due Date	September 9th, 2025 at 11 P.M.
"W" Roster Due Date	November 16th, 2025 at 11 P.M.

Late Start, Short Term, Weekend Courses –Roster Deadlines:

- Deadlines will vary from course and instruction type.
- To find your specific deadlines, follow these step-by-step instructions:
    - Log on to My Portal.
    - Select "Faculty and Staff Menu".
    - Click on "Attendance Roster Deadlines".
        - You will see a window with the deadlines to submit rosters for:
            - Opening Day Roster
            - Census Roster
            - Withdrawal "W" Roster

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Attendance Rosters: What are they, and why do they matter?

Opening Day Class Roster

What does the Opening Day Roster do?

- Used to **CONFIRM** course attendance and to **DROP** "no-show" students.
- Rosters display student names and W-ID numbers of all students officially enrolled in the course.
- Opening the **OPENING DAY ROSTER** will cause…
  - The course's registration to automatically close, regardless of whether seats are still available.
  - Trigger the automatic closing of a course's waitlist.
  - Add Authorization Numbers to be automatically generated.
- **IF**, there is no need to close your class registration, generate add authorization numbers, and/or drop "No Shows"; do not open the Opening Day Roster.
  - An **alternative** is to use the **FACULTY CLASS ROSTER** to display your current class enrollment.

What are my responsibilities with the Opening Day Roster?

- To **review** your student attendance and **verify** active enrollment.
- **No-show students must be dropped.**
  - To do so through the Opening Day Roster, select the box beside the student's name, click the "Submit" button, and then hit the "Confirm" button.

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Attendance Rosters: What are they, and why do they matter?

Facts on Waitlists

How does the course waitlist work **before** the Opening Day Roster?

- **Before** an "Opening Day Roster" is accessed, waitlists are operated automatically through MyPortal.
- When a spot becomes available in a course, students are notified via email that they can enroll.
- Students have 72 hours to register.
- Failure to take action will result in the student losing their spot.

How does the course waitlist work **after** the Opening Day Roster?

- When an instructor takes **action** in opening their "Opening Day Roster", it causes their course waitlist to close.
- Students who were notified automatically via MyPortal waitlist to register are now told to come to the first day of instruction to receive an add authorization number.
- Students on the waitlist who are present on the **first day** of class will receive add authorization numbers first, in the order they appear on the waitlist.
- Once the waitlist is **exhausted**, faculty may give add authorization numbers to students based on priority numbers.

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Attendance Rosters: What are they, and why do they matter?

Facts on Add Authorization Numbers

<u>What are Add Authorization Numbers?</u>

- Each course will be assigned a series of random ADD Authorization numbers.
- Only one number can be assigned per student.
- Numbers can only be used once.
- Students cannot register for your class without a valid Add Authorization Number.
- Add Authorization Numbers expire on a course's NGR deadline.

<u>When do I receive my Add Authorization Numbers?</u>

- Two days before the start of class, and once the Opening Day Roster has been accessed.

<u>Who do I contact if I need more Add Authorization Numbers?</u>

- Please contact **Tania Torres** at ttorres@laspositascollege.edu or 925.424.1549.
- Make sure to have your 5-digit CRN ready to share.

Attendance Rosters: What are they, and why do they matter?

Census Roster (aka the most important roster)

What does the Census Roster do?

- Confirms the official enrollment of courses that will be reported to the State of California for funding purposes.
- **Accurate student attendance is critical.**
- **Census roster submission is mandatory.**

What are my responsibilities with the Census Roster?

- Clear your roster of inactive enrollment, as defined by Title V, as **one** of the following…

  - **Been identified as a "no show".**
    - If a student never attended the course and their name is on the census roster, Faculty must drop them.

  - **Officially withdrawn from the course.**
    - These are the students who dropped the course before the Census.
    - Their names will be included on the Faculty ADD/DROP report, but excluded from the CENSUS report.

  - **Been dropped from the course.**
    - A student shall be dropped if they are no longer participating in the course, with the exception of extenuating circumstances.
    - "No longer participating" includes, but is not limited to, excessive unexcused absences.
    - Consider if the student can successfully pass the course if they return to instruction, or if the student followed the course attendance requirements

- To clear inactive enrollment, submit a Late Drop Request.

- If you find an active student missing from your Census roster, submit a Late Add Request.

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Attendance Rosters: Late Add / Late Drop Form
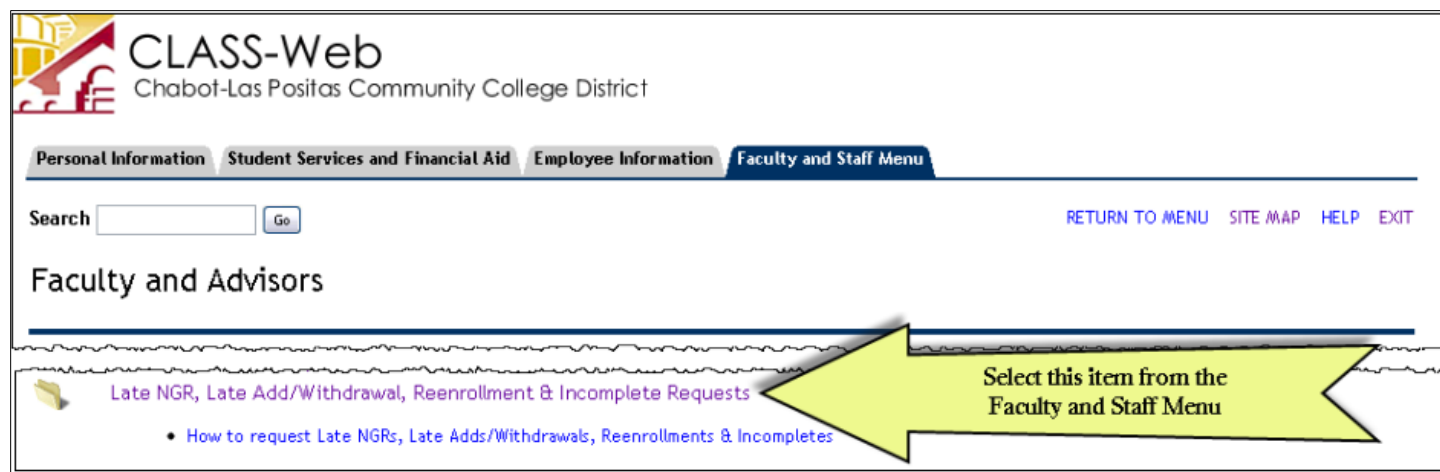
What is the Late Add / Late Drop Form?

- This online form takes effect after a course's NGR deadline has passed.
- **LATE-ADD Forms** are used to enroll students who do not appear on the roster, but have been actively attending class since the first day.
- **LATE-DROP Forms** are used to drop students from a course after the NGR deadline.

How do I submit a Late Add / Late Drop Form?

- **Late Add / Drop** forms can be submitted **online** via Class-Web.
- **To do so...**
  - Log on to MyPortal and navigate to the "Faculty and Staff Menu".
  - Scroll the site, and select the "Late NGRs, Late Adds/Withdrawal, Reenrollment & Incomplete Requests".
  - Select the correct term, request type, and enter the CRN for the request.
  - Follow the prompted windows to complete the request.
- Once the form has been submitted, it will be sent to A&R for review and processing.
  - Processing will occur within 1-2 business days from the request submission date.
  - Questions on the status of requests can be sent to Tania Torres.

Additional Resources

- For a detailed step-by-step guide on completing the online Late Add / Drop form, please visit *https://banssprod.clpccd.cc.ca.us/stuhelp/Fac_Online_Requests.pdf*.

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Attendance Rosters: What are they, and why do they matter?

Withdrawal "W" Roster

What does the "W" Roster do?

- This is the **last opportunity** for instructors to **drop** students who have not been attending class.
- Students who are not dropped will need to be assigned a letter grade by the instructor.
- Students who are dropped via the "W" roster will be issued a "W".

What are my responsibilities with the Census Roster?

- **Confirm** active course **enrollment** and **drop students** who have not been attending.
- To drop a student, select the box next to the student's name, click "Submit", and hit "Confirm".

Attendance Rosters: What are they, and why do they matter?

Reporting Non-Credit & Positive Attendance

Note: This section is specific for instructors who are teaching Non-Credit & Positive Attendance courses. **<mark>Please skip this section if you have not been contacted by Academic Services regarding this type of class.</mark>**

What are Non-Credit & Positive Attendance courses?
- These are courses that are indicated by the Office of Academic Services.
- Non-credit and positive attendance courses require instructors to submit the actual count of sessions attended by each student.

What are my responsibilities for Non-Credit & Positive Attendance courses?
- Only if your course is identified as Non-Credit or Positive Attendance, **keep a record of course sessions, student attendance, and attendance hours**.
  - Admissions and Records will provide you with a template for record-keeping to use throughout your class.
- When submitting Grade Roster Reports, instructors will enter a student's grades AND enter the actual count of attendance hours.
- **Submit** a copy of the course **syllabus** and **completed student attendance tracking sheet** to Tania Torres for processing and record keeping.

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Grade Rosters

CLASS-Web
Chabot-Las Positas Community College District

Personal Information | Student Services & Financial Aid | Employee Information | **Faculty & Staff Menu**

Search [_____] [Go]   RETURN TO MENU

Final Grades for

Enter final grades and last attendance date and hours.

If "Confidential" appears next to a student's name, the personal information is to be kept confidential.

We recommend you frequently click the Submit button at the bottom of the page. Because of the time limit below it is better to enter a few grades then hit the "Submit" button, **or use right before you respond to any type of interruption.**

Remember you can enter and change your students' grade as often as you like as long as the value under "Rolled" is "N" for the student. However, once the "Rolled" value be follow your normal procedures to do a grade change for the student.

Course Information

General Psychology - PSYC 1 DE1
CRN: 21102
Students Registered: 49

⚠ **Please submit the grades often. There is a 15 minute time limit starting at 02:41 pm on Nov 15, 2007 for this page.**

Record Sets: 1 – 25   26 – 49

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
26	PLUTE, I _____	W105	3.000	**Web Registered** Aug 14, 2007	None ▾ None	N			81	✉
27	RAMIREZ, _____	W105	3.000	**Web Registered** Jun 09, 2007	A B	N			61	✉
28	ROBINSON, _____	W104	3.000	**Web Registered** May 08, 2007	C D F	N			10	✉
29	ROMERO, _____	W102	3.000	**Web Registered** May 23, 2007	None ▾	N			54	✉
30	SAIYED, _____	W105	3.000	**Registered** Aug 30, 2007	None ▾	N			91	✉

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Grade Rosters: When does it open, and how do I submit?

Instructor Grade Report

What is the Instructor Grade Report?

- This report contains the names of all students officially enrolled in the course.
- Students who dropped after the NGR deadline will also appear on the roster and will have a "W" notation next to their names.

What are my responsibilities with the Grade Roster?

- **Instructors must enter all student grades via the MyPortal Grade Report during the allotted submission window.**
- Failure to submit grades by the deadline will result in students being assigned a "**Report Delayed**" (RD) notation.
- Once the submission window on MyPortal has closed, the instructor will need to complete a paper "**Request Grade Change Form**" **for each student** with a missing grade.

Quick Facts on College Grades:

Grade	Meaning	Grade Value
A	Excellent	4 grade points per unit
B	Above Average	3 grade points per unit
C	Average	2 grade points per unit
D	Barely Passing	1 grade point per unit
F	Failure	0 grade point – units attempted with no units earned.
P	Pass	0 grade point – units earned no units attempted.
NP	No Pass	0 grade point – no units earned and no units attempted.
I	Incomplete	0 grade point – no units earned and no units attempted.

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Grade Rosters: When does it open, and how do I submit?

Instructor Grade Report

Quick Facts on Pass / No Pass

In accordance with the Educational Code and the Administrative Code, Las Positas College has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard letter grades (A, B, C, D, F) used in colleges and universities. Courses in which a "P" (pass) grade is earned will apply toward the 60 units required for graduation, but will not affect the student's grade point average.

A maximum of 12 units of "P" may be attempted and applied toward the Associate in Arts Degree or Associate in Science Degree. A course in which a "NP" (no pass) grade earned will not apply toward graduation and will not affect the student's grade point average.

An excess number of "NP" (no pass) grades will affect the student's progress ratio, resulting in a low figure.

Las Positas College offers:

- Some courses solely for a pass/no pass (P or NP) grade.
- Some courses solely for a standard letter grade.
- Some courses in which a pass/no pass grade OR for a standard letter grade.

The grade mode for each course is annotated in the Class Schedule. **If a course grade mode is optional, students will be able to change the grade mode from grade to pass/no pass directly on MyPortal on or before the last day of instruction/semester**.

The student's decision to opt for pass/no pass grade may not be reversed by either the student or the instructor at a later date. The "P" (pass) grade will be given to indicate completion of a course with "C" or better work. A student may repeat a course in which a grade of "D", "F", or "NP" is earned.

Grade Rosters: When does it open, and how do I submit?

Issuing an Incomplete

What is an Incomplete?

- In the event that you (the instructor) determine that a student has an emergency or unforeseeable circumstance that warrants an extension of the class, you may complete the **Incomplete Grade Contract** to give the student until the end of the following primary term to complete their coursework.

What are my responsibilities in issuing an Incomplete?

- The instructor will need to fill out the "Incomplete Grade Contract" and must **submit** the completed form to Admissions and Records by the grade submission deadline.
  - Require both **Student** and **Instructor** signatures
- For students receiving Incompletes, please have the grade set to "**NONE**" on the Grade Roster on MyPortal.
- Once the student has completed the remaining coursework, the instructor must complete and **countersign the bottom portion of the form verifying the student's grade and units, send it to A&R, AND will need to submit a Request for Grade Change Form**.

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Office of Admissions & Records
Building 700, First Floor
25555 Hesperian Blvd.
Hayward, CA 94545

CHABOT COLLEGE

Office of Admissions & Records
Building 1600, Second Floor
3000 Campus Hill Drive
Livermore, CA 94551

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INCOMPLETE GRADE CONTRACT

In the event that you (the instructor) determines that the student's emergency and unforeseeable circumstances warrant an extension of the class, you may fill out this Incomplete Grade Contract to give the student until the end of the following primary term to complete the coursework outlined below. A grade of "I" will be posted to the student's academic record, to be replaced by the final grade at the end of the following primary term (*Title 5, Sec. 55023*). If the class requires Canvas to complete the coursework, please be sure to indicate below in the **Course Information** section. It is the instructor's responsibility to contact the Canvas Coordinator to reinstate the student's access to Canvas.

This contract may ONLY be provided to and submitted by the instructor. Students may not submit this contract.

INSTRUCTIONS: (1) The instructor fills out the **Course Information** section. (2) The instructor provides this contract to the student to fill out the **Student Information** and **Student Agreement** sections. (3) Upon completion of the contract, the **INSTRUCTOR** submits this form to their respective Admissions & Records Office (submission by the student will NOT be accepted).

STUDENT INFORMATION

	W
Last Name, First Name, Middle Initial	Student ID #

COURSE INFORMATION

Subject, Number, Section (e.g. ENGL 1A V01):	CRN:	Units:

☐ Summer	☐ Fall	☐ Spring 20_____	Class Type ☐ In-Person	☐ Hybrid	☐ Online	Grade if work not completed:

☐ Student requires Canvas from ____/____/____ to ____/____/____	☐ Canvas Coordinator Contacted

Work to be completed:

Instructor provides detailed outline of work to be completed

Instructor signs at end of term

Instructor Name (Print)	Instructor Signature	Date

STUDENT AGREEMENT

I understand that if I do not complete the work as described by my instructor, I will be assigned the grade and units indicated this Incomplete Grade Contract.

Student signs at end of term

Student Signature	Date

OFFICE USE ONLY

Comments:

☐ Yes	☐ No Incomplete Entered	☐ Yes	☐ No	☐ N/A Canvas Coordinator Contacted	A&R Staff:	Date:

Date Incomplete Cleared:	Grade:	Units:

Instructor countersigns after coursework done

Instructor Name (Print)	Instructor Signature
☐ Final Grade Entered	☐ Student Notified	A&R Staff:	Date:

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Grade Rosters: When does it open, and how do I submit?

Instructor Grade Change

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. Once awarded, grades are final. They may not be changed except where evidence is presented that an error has occurred.

When a student believes that an error has been made in the assignment of a grade, he or she should discuss the problem with the instructor. To correct an erroneous grade, **a REQUEST FOR GRADE CHANGE form must be completed and presented to your Division Dean for Approval.** Admissions and Records will be sent the approved request by your Division for processing.

A Request for Grade Change must be initiated by the instructor during the semester immediately following the term for which the grade was assigned. Grade changes will not be made after the established deadline except in cases of extenuating circumstances. These are acute medical, family, or other personal problems that cause the student to be unable to meet the deadline. **Requests for a grade change under this exception shall be made to the Vice President of Academic Services, who may, upon verification of the circumstance(s), authorize the instructor of record to initiate the grade change.** The student must present evidence of the extenuating circumstance(s). If the instructor of record is unavailable, Administrative Policy 4231 applies.

Citations:

> *Education Code Section 76224 "The grade given to each student shall be the grade determined by the instructor of the course and determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."*

> *See also Article 9L.1 and MOU dated 12/10/24 (regarding late submission of grades) of the Collective Bargaining Agreement between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association.*

Las Positas College Admissions & Records Office
3000 Campus Hill Drive
Livermore, CA 94551
Email: lpc-admissions@laspositascollege.edu
www.laspositascollege.edu

REQUEST FOR GRADE CHANGE

Procedures

1) Instructor submits completed form to Division Dean for approval.
2) If approved by Division Dean, the form is forwarded to Admissions and Records for processing.
3) If not approved by Division Office, the form is forwarded to the Office of the Vice President of Academic Services.
4) If request for grade change is due to fraud, bad faith, or incompetence, or is initiated by the instructor after the semester immediately following the term for which the grade was assigned, the form requires approval by the Office of the Vice President of Academic Services.

Once the corrected grade has been posted on the student records, an updated unofficial transcript will be sent to the student and/or transfer institution as applicable, notification is provided to the instructor that the grade change has been made (*Article 9L.3*). The grade change is reported in MyPortal and is visible to the student.

Note: A Request for grade change must be initiated by the instructor of record during the semester immediately following the terms for which the grade was assigned. Grade changes will not be made after the established deadline except in cases of extenuating circumstances. These are acute medical, family, or other personal problems that cause the student to be unable to meet the deadline. Requests for a grade change under this exception shall be made to the Vice President of Academic Services, who may, upon verification of the circumstance(s), authorize the instructor of record to initiate the grade change. The student must present evidence of the extenuating circumstance(s). If the instructor of record is unavailable, Administrative Policy 4231 applies.

Citations:
Education Code Section 76224 "The grade given to each student shall be the grade determined by the instructor of the course and determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."
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Student Last Name, Student First Name:		Student W#:
Course CRN:	Course & Number (e.g., HIST 7):	Term/Year:
Grade to be changed **FROM**:	Grade to be changed **TO**:	Units:

Select reason for change

Reason for Grade Change per Ed Code 76224 (check one):

☐ Instructor/Clerical Error   ☐ Incomplete Grade – student requirements have been completed; incomplete grade contract must already be on file

☐ RD grade ☐ Other Education Code 76224 reason: _____
   Please specify. Refer to citation above for valid Education Code 76224 reasons for grade change

Rationale:

Instructor of Record (Print Name):	Instructor Signature:	Date:

Instructor signs

☐ APPROVED (Submit to form to Admissions and Records for processing)

☐ NOT APPROVED (Submit form to VP of Academic Services for review)

☐ Request was initiated due to fraud, bad faith, or incompetence, or after the semester immediately following the term for which grade was assigned (Submit form to VP of Academic Services for review).

Rationale: _____

Division Dean Signs

Division Dean (Print Name)	Division Dean's Signature	Date

☐ APPROVED (Submit to A & R for processing)

☐ NOT APPROVED (Return to Instructor per Article 9L.3)

Rationale: _____

VP of Academic Services (Print Name)	VP of Academic Services' Signature	Date

☐ Posted in Banner
☐ Updated unofficial transcript sent
☐ Faculty notified (per Article 9L.3)

Admissions & Records Staff	Date

Division sends to A&R

Rev. 5/2025

LAS POSITAS COLLEGE

Quick Links and References

Admissions and Records Website: *https://www.laspositascollege.edu/admissions/index.php*.

Admissions and Records Forms: *https://www.laspositascollege.edu/admissions/forms.php*

MyPortal Login: *https://banssprod.clpccd.cc.ca.us/*

Late Add / Drop Form Guide: *https://banssprod.clpccd.cc.ca.us/stuhelp/Fac_Online_Requests.pdf*.