

ATTENDANCE AND  
GRADE REPORTING  
MANUAL  
2024-2025



Office of Admissions and Records



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 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; therefore, it is important that you familiarize yourself with the enclosed information.

Included in this handbook is information regarding CLASS-Web for Faculty. Additional information is available through CLASS-Web at <http://banner-web.clpccd.cc.ca.us:7000>.

For assistance, please come to Building. 1600 Monday, Wednesday, & Thursday from 9am - 5pm, Tuesday 10am – 7pm, and Friday from 9am – 1pm.

We look forward to working with you. Best wishes for a successful year!

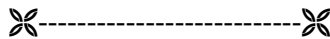
Sincerely,

Admissions & Records Office

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**ALL INSTRUCTORS:** Please contact Admission & Records during regular office hours of Mon – Fri, 8am to 5pm .

# ACADEMIC CALENDAR

## SPRING 2025

Date	Event
January 20	HOLIDAY - Martin Luther King, Jr. (no instruction)
January 21	<b>Spring 2025 Semester instruction begins</b> (full-term classes only) <b>OPENING DAY ROSTERS</b>
January 21 - February 2	Late enrollment for full-term classes – on a space available basis. Register online through CLASS-Web or in-person with add authorization number
January 22	Associate Degree and/or Certificate of Achievement filing period begins through April 1
January 25	Instruction begins for Saturday classes
February 2	Last day to ADD/DROP with No Grade-of-Records (NGR) - <b>Online</b> via CLASS-Web/MyPortal (full-term classes only) <b>DAILY ADD/DROP ACTIVITY REPORTS</b>
February 3	CENSUS date (full-term classes only) <b>CENSUS ROSTERS</b>
February 14 - 17	Holiday – Presidents' Weekend (no instruction) College closed
March 2	Priority California Financial Aid Deadline
March 20	Flex Day (All classes scheduled before 4:00 pm canceled; however, classes beginning after 4:00 pm will meet as scheduled)
April 1	Deadline to apply for an Associate Degree, Certificate of Achievement, and/or Career Certificate
April 5	Saturday Classes Meet
April 7 - 12	SPRING BREAK (no instruction) (no Saturday classes)
* April 13	Last day to WITHDRAW with a "W" - <b>Online</b> via CLASS-Web/MyPortal (full-term classes only)
May 17	Last day of Saturday classes
May 22	Last day of Instruction <b>FINAL GRADE ROSTERS</b>
May 22	Last day to request Pass/No Pass (full-term classes only)
May 24	Final Exams for Saturday classes
May 23 - 30	Final Examination Period
May 26	HOLIDAY - Memorial Day (no instruction)
May 30	Commencement/Graduation*
June 4	Instructors - Spring 2025 grades due by 11pm via CLASS-Web/MyPortal
Week of June 9, 2025	Students - Spring 2025 grades available via CLASS-WebMyPortal

\* **AUTOMATIC WITHDRAWAL "W" ROSTERS**

# CALIFORNIA EDUCATION CODE, TITLE 5

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## CALIFORNIA CODE OF REGULATIONS

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

### 1. REGISTRATION AND ENROLLMENT PROCEDURES

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#### *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."

### 2. INSTRUCTOR ATTENDANCE ACCOUNTING STANDARDS

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#### *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.

### 3. POLICIES GOVERNING STUDENT ATTENDANCE

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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).

### 4. REPORTING POSITIVE ATTENDANCE

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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 the Office of Admissions and Records immediately.

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# How to find COURSE DEADLINE DATES

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## Regular, full-term classes

- See Academic Calendar on page 4 in the current **Schedule of Classes**  
- or -
- Go to [www.laspositascollege.edu/admissions/index.php](http://www.laspositascollege.edu/admissions/index.php) and click on "*Academic Calendar*"

## Short-term classes (Summer Sessions, Late-Start, Fast Track)

*CLASS-Web will generate beginning, ending, and census dates for that specific course and also the last days to add, drop with NGR, petition for P/NP, and withdraw.*

From the **STUDENT** menu on CLASS-Web:

- click on "**Student Services**"
- click on "**Registration**"
- click on "**Check Class Deadlines.**"
- enter the CRN for the course, select the term, and
- click on Submit Query

From the **FACULTY** menu on CLASS-Web:

- click on "**Faculty and Staff Menu**"
- click on "**Check Class Deadlines for Students**"
- enter the CRN for the course, select the term, and
- click on Submit Query

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# ATTENDANCE & GRADE ROSTERS

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*It is required by law that an instructor maintains accurate records documenting student attendance. It is critical that faculty submit all rosters online by the established deadlines.*

**THE FOLLOWING ATTENDANCE ROSTERS WILL BE AVAILABLE ONLINE AND RELEASED AT THE APPROPRIATE TIME IN THE TERM:**

## **Opening Day Class Roster**

- Available online 3 days prior to the start of the semester (full term courses) or 3 days prior to the start of class (short-term courses).
- Closes 10 days after the start of class.
- Add authorization numbers are generated 2 days prior to the start of class, but must access the Opening Day Roster.
- Waitlist is generated. If you wish to add a student to your class, they should be added in the order they appear on the waitlist.

## **Census Report/Permanent Class Roster**

- Available online 5 days prior to the census date.
- Closes 7 days after the census date.

## **"W" ROSTER (Automatic Withdrawal)**

- Available online 8 days after census.
- Closes 7 days after the W deadline drop date for students.

# ATTENDANCE ROSTERS

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## Opening Day Class Roster

- Available online 3 days prior to the start of the semester (full-term courses) or 3 days prior to the start of class (short-term courses).
  - Closes 10 days after the start of class.
  - Displays the names and W-ID numbers of all students officially enrolled in the class.
  - Use this roster to drop “No Show” students.
  - Access this roster to generate the Add Authorization Numbers...see note below.
  - Displays important deadline dates relevant to the course. (*e.g.: NGR and Wdeadlines*)
- Please keep in mind that accessing this roster 2 days prior to the start of the semester (full-term courses) or 2 days prior to the start of class (short-term courses) will result in a couple of things. First, it will close the class registration, regardless if the class still has plenty of seats available. Second, the add authorization numbers will be generated. As a result, students will only be able to add into your class after they receive an add authorization number from you. If there is no need to close your class registration and generate the add authorization numbers, another option is to use the "Faculty Class Roster" page. This page will display your current class roster and available to you throughout the semester. The link to this page can also be found under the Faculty and Staff Menu tab on CLASS-Web.**

## Procedures

The following steps are necessary to ensure an accurate account of all students who are actively enrolled as of Opening Day:

1. Review the roster carefully to verify active enrollment. No-shows may be dropped at this time by selecting the box beside the student's name and clicking the "SUBMIT" and then the "Confirm" button.

**Waitlist Information:** Waitlist is an automatic registration feature in CLASS-Web that goes into effect when a class is closed and has reached its enrollment limit. Before the start of instruction, if a class is closed, students may place themselves on a waitlist anytime on or after their priority registration date. If a student drops and a seat becomes available, they will be notified via Zonemail that they have 72 hours to register for the class. If the student does not take action before the stated expiration date & time, the student loses their spot to the next student on the waitlist.

### **IMPORTANT!!**

Students should be directed to follow the instructions on how to add a class using an add authorization number and to do so immediately before the authorization number expires. (*Authorization numbers will expire on the course census date*).



# Facts about Add Authorization Numbers

- Each course will be assigned a different series of random ADD Authorization numbers.
- Only one number is to be assigned to each student you authorize to ADD into your class.
- Numbers can only be used once – cross off your list as you use them.
- Students cannot register for your class without a valid Add Authorization Number.
- Add Authorization Numbers expire on the course NGR deadline (*printed at the top of all rosters*). Please announce these deadlines to your class during the first meeting.

## When will I receive Authorization Numbers?

### For Full-Term Courses:

Two (2) days before the semester starts, “Add Authorization Numbers” will be generated when you access the Open Day roster (under "Attendance Reporting Rosters for add authorization numbers"), via CLASS-Web.

### For Short-Term Courses:

Two (2) days before your class starts, “Add Authorization Numbers” will be generated when you access the Open Day roster (under "Attendance Reporting Rosters for add authorization numbers"), via CLASS-Web.

If you require additional Add Authorization Numbers, simply contact Jeff Lawes at 424-1553 (*please have your 5 digit CRN number ready*). You will receive an additional Add Authorization Report the following business day.

## HOW TO READ PRIORITY NUMBERS

(For Adding Classes)

Example: If Priority Number is: **07** **0459**

These first 2 numbers are only used to determine student's registration date

The last digit is a random number

The next 3 digits represent units completed and current in-progress units (LPC and Chabot)

- ▶ To determine ADD Priority, use only the **last 4 digits** (*shown shaded above*).
- ▶ Instructors will issue ADD Numbers according to highest priority number.

## DO ALL STUDENTS HAVE PRIORITY NUMBERS?

No.....here are the exceptions:

1. Returning Students will have their priority number activated for add number period only.
2. New Students will not have a priority number for their initial semester of enrollment.
3. Concurrent Enrollment (High School) Students will not have a priority number.

# ATTENDANCE ROSTERS

## Census Report/Permanent Class Roster

- Available online 5 days prior to census.
- Reflects all adds and drops submitted prior to Census day. They are issued for those classes which meet the state requirement for daily or weekly census.
- This roster represents the official enrollment that will be reported to the State for funding purposes. **Accuracy is critical!** Please use the following guidelines for completion:

### PER TITLE V, FACULTY ARE REQUIRED TO CLEAR THEIR ROLLS OF NO-SHOWS:

#### Title V language (T 58004 - Application of Census Procedures):

Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

#### As of each census day, any student who has:

- (1) Been identified as a "no show" (This one is self-explanatory - if a student never attended the course and his/her name is on the census roster, Faculty are required to drop the student).*
- (2) Officially withdrawn from the course (These are the students who have dropped prior to census. Their names will be included on the faculty ADD/DROP report, but excluded on the CENSUS report).*
- (3) Been dropped from the course (A student shall be dropped if no longer participating in the course, with the exception of extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences).*

The "no longer participating" language is basically up to faculty interpretation. For example, in cases where the student only attended once, important factors to consider in deciding whether a student is active/inactive are the following:

- can the student successfully pass the course if he/she returns after the census date
- has the student followed the course attendance requirements

**Ultimately, it is still the faculty's decision.**

## Procedures

1. Verify active enrollment - student's name must appear on the Census Report to be considered officially enrolled.
2. Submit a late add request directly on Class-Web or a late add request form if you have a student who is currently attending the class but whose name does not appear on the census list. Please contact Jeff Lawes for assistance. Enrollment will only be accomplished when the student adds the class and pays any applicable fees.

**\*\*See next page on how to complete a Late Add Form\*\***

# LATE-ADDS – All Courses

## Effective after “NGR” Deadline:



- A late add request by the faculty directly on Class-Web or the submission of a LATE-ADD FORM is required for students who have been attending since the first day.
- Add Authorization Numbers **no longer valid**.
- Remember that this action can now be done electronically in the Faculty & Advisors menu on CLASS-Web.
  - a) Either complete this function on CLASS-Web - **OR** -
  - b) Complete a Late Add Form as shown below and submit it directly to Jeff Lawes in the Admission's office.

**Late Add form is available on Class-Web**



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

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



INSTRUCTOR LATE ADD / DROP REQUEST FORM		
This form may only be provided to and filled out by the instructor. It is provided to you, the instructor, in the event that the submission of an online request is unavailable. This form may NOT be provided to students. Please submit this form to the Admissions & Records Office of your respective college in person or by email (Subject line: Instructor Request).		
INSTRUCTOR INFORMATION		
Instructor's Last Name, First Name (PRINT)	Date	
STUDENT INFORMATION		
Student's Last Name, First Name (PRINT)	W	Student ID #
INSTRUCTOR LATE ADD OR RE-ENROLLMENT		
Please fill out this section if you wish to late add or re-enroll a student into your course. Please note that your Division Dean and the VP's signatures are required if submitted more than 7 days after the Census roster submission due date for your course.		
TERM: <input type="checkbox"/> SUMMER   <input type="checkbox"/> FALL   <input type="checkbox"/> SPRING    YEAR: 20 _____		
CRN	COURSE SUBJECT, NUMBER, SECTION (e.g.: ENGL 1 – VO1)	STUDENT'S INITIAL DATE OF ATTENDANCE
By signing below, I certify that I am the Instructor of this course and that the above named student has been attending my course prior to the first Census date. Instructor's Signature: _____ Date: _____		
By signing below, I certify that I am the Division Dean for this course and confirm my approval or denial as indicated on the right. Division Dean's Signature: _____ Date: _____		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
By signing below, I certify that I am the Vice President of Academic Services and confirm my approval or denial as indicated on the right. Vice President's Signature: _____ Date: _____		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
INSTRUCTOR LATE DROP WITH "NGR" or "W"		
Please fill out this section if you wish to late drop a student from your course.		
<ul style="list-style-type: none"> <li>if the student's Last Date of Attendance is BEFORE the census date of the course, the student will be dropped from the course with an "NGR."</li> <li>if the student's Last Date of Attendance is between the census date and the course's last day to withdraw with a "W," the student will be withdrawn from the course with a "W."</li> <li>Please note that your Division Dean and the VP's signatures are required if this form is submitted more than 7 days after the census roster submission due date for your course (for "NGR" drops) OR more than 7 days after the "W" roster submission due date for your course (for "W" drops).</li> </ul>		
TERM: <input type="checkbox"/> SUMMER   <input type="checkbox"/> FALL   <input type="checkbox"/> SPRING    YEAR: 20 _____		
CRN	COURSE SUBJECT, NUMBER, SECTION (e.g.: ENGL 1 – VO1)	STUDENT'S LAST DATE OF ATTENDANCE
By signing below, I certify that I am the Instructor of this course and that the above named student has been attending my course prior to the first Census date. Instructor's Signature: _____ Date: _____		
By signing below, I certify that I am the Division Dean for this course and confirm my approval or denial as indicated on the right. Division Dean's Signature: _____ Date: _____		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
By signing below, I certify that I am the Vice President of Academic Services and confirm my approval or denial as indicated on the right. Vice President's Signature: _____ Date: _____		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
ADMISSIONS & RECORDS OFFICE USE ONLY		
Received by:	Processed by:	Notes:
Staff: _____ Date: _____	Staff: _____ Date: _____	Staff: _____ Date: _____

# ATTENDANCE ROSTERS


## "W" ROSTER (Automatic Withdrawal)

- Available online 8 days after census.
- Closes 7 days after the student's deadline date to drop with a W.

This is the last opportunity for you to drop students who have not been attending your class. Students who are not dropped on the **"W" Roster** must be assigned a letter grade. (*Title 5 - Section 55758*)

1. **To drop a student**, select the box next to the student's name and click "Submit" and "Confirm".
2. "NGR's" will not be issued at this point.

### EXAMPLE OF "W" ROSTER




**CLASS-Web**  
Chabot-Las Positas Community College District


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[Personal Information](#) | 
 [Student Services & Financial Aid](#) | 
 [Employee Information](#) | 
 [Faculty & Staff Menu](#)

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Drop Roster






 Please click in the box of the student(s) you would like to drop, then select the "Submit" button below.

 If you have NO students dropping your class, you **still** must "Submit" the page so that our records show that you have performed this task.

Term: 200702 - Fall 2007  
 Crn: 21102  
 Subject: PSYC - 1 - DE1      Starts=20-AUG-07; Add Deadline=03-SEP-07; W Deadline=11-NOV-07; Ends=21-DEC-07  
 Roster Type: **W Roster**

[\[ Select Term \]](#) | [\[ Select CRN \]](#) | [\[ Select Roster \]](#) | [\[ Roster Status \]](#)

Report produced 15-NOV-07 for ██████████

Student ID	X	Student Name	Drop?	Auth Numb	Prio Numb	Email Address
W1 █████	<input checked="" type="checkbox"/>	AYOUBI, █████			050521	
W1 █████	<input type="checkbox"/>	BALBONI, █████			090454	 █████@astound.net
W1 █████	<input type="checkbox"/>	BANUELOS, █████			050949	 █████@yahoo.com
W1 █████	<input type="checkbox"/>	BENNETT, █████			000119	 █████@yahoo.com
W10 █████	<input type="checkbox"/>	BESSETTE, █████			030392	 █████@yahoo.com
W █████	<input type="checkbox"/>	BRABEC, █████			050498	 █████@gmail.com

## Problems Encountered When Checking Rosters

These are some of the reasons why the name of a student who is attending a class does not appear on a roster:


- **The student has not applied for admission.** In this case, the student should be referred immediately to the Admissions & Records Office so that registration procedures may be completed.
- **The student has been dismissed.** Students who have been dismissed at the end of the preceding term may have pre-registered and may be attending classes when not authorized to do so. Their names may or may not appear on class rosters. Such students should be directed to the Dean of Student Services.
- **Holds have been placed on a student's registration.** Students who have an obligation to the College may have had a hold placed on their records. Such students may not register until the hold has been cleared. These students should be directed to the Office of Admissions & Records so that they can make arrangements to clear the hold with the issuing department.

# GRADE ROSTERS

## Instructor Grade Report

This report contains the names of all students officially enrolled in the course. A "W" notation will appear next to the name of the students who have withdrawn after the NGR period.

### INSTRUCTOR GRADE REPORT



## CLASS-Web

Chabot-Las Positas Community College District

Personal Information


Student Services & Financial Aid

Employee Information

Faculty & Staff Menu


Search   [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 MMDD/YYYY	Attend Hours 0-999.99	Registration Number	
26	PLUTE, I [REDACTED]	W105	3.000	**Web Registered** Aug 14, 2007	None	N	<input type="text"/>	<input type="text"/>	81	
27	RAMIREZ, [REDACTED]	W105	3.000	**Web Registered** Jun 09, 2007	A	N	<input type="text"/>	<input type="text"/>	61	
28	ROBINSON, [REDACTED]	W104	3.000	**Web Registered** May 08, 2007	C	N	<input type="text"/>	<input type="text"/>	10	
29	ROMERO, [REDACTED]	W102	3.000	**Web Registered** May 23, 2007	None	N	<input type="text"/>	<input type="text"/>	54	
30	SAIYED, [REDACTED]	W105	3.000	**Registered** Aug 30, 2007	None	N	<input type="text"/>	<input type="text"/>	91	

# GRADE ROSTERS

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## 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:**

1. Some courses solely for a pass/no pass (P or NP) grade.
2. Some courses solely for a standard letter grade.
3. 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 Class-Web 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.

# Incompletes

For each student receiving a grade of “**Incomplete**”, a **REPORT OF INCOMPLETE GRADE** contract form must be filed with the Office of Admissions and Records at the time grades are submitted. An “**Incomplete**” represents an agreement between the student and the instructor that the student will complete the work in the following semester. For this reason, at the time the “**Incomplete**” is requested, the student should be asked to sign the **REPORT OF INCOMPLETE GRADE** contract form. The form must also reflect the grade to be assigned if the “**Incomplete**” is not cleared by the following semester. Once the student has completed the coursework required, the instructor must complete and sign the bottom portion of the form verifying the grade and units to be awarded. Please leave online grades set to “**NONE**” on the grade roster for students receiving an “**Incomplete**” grade.



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

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



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 ( <i>Title 5, Sec. 55023</i> ). If the class requires Canvas to complete the coursework, please be sure to indicate below in the <b>Course Information</b> section. <b>It is the instructor’s responsibility to contact the Canvas Coordinator to reinstate the student’s access to Canvas.</b> <b>This contract may ONLY be provided to and submitted by the instructor. Students may not submit this contract.</b> <b>INSTRUCTIONS:</b> (1) The instructor fills out the <b>Course Information</b> section. (2) The instructor provides this contract to the student to fill out the <b>Student Information</b> and <b>Student Agreement</b> sections. (3) Upon completion of the contract, the <b>INSTRUCTOR</b> submits this form to their respective Admissions & Records Office (submission by the student will NOT be accepted).			
STUDENT INFORMATION			
W			Student ID #
Last Name, First Name, Middle Initial			
COURSE INFORMATION			
Subject, Number, Section (e.g. ENGL 1A V01):		CRN:	Units:
<input type="checkbox"/> Summer   <input type="checkbox"/> Fall   <input type="checkbox"/> Spring 20_____		Class Type <input type="checkbox"/> In-Person   <input type="checkbox"/> Hybrid   <input type="checkbox"/> Online	Grade if work not completed:
<input type="checkbox"/> Student requires Canvas from ____/____/____ to ____/____/____			<input type="checkbox"/> Canvas Coordinator Contacted
Work to be completed:			
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 on this Incomplete Grade Contract.			
Student Signature			Date
OFFICE USE ONLY			
Comments:			
<input type="checkbox"/> Yes   <input type="checkbox"/> No Incomplete Entered	<input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A Canvas Coordinator Contacted	A&R Staff:	Date:
Date Incomplete Cleared:	Grade:	Units:	
Instructor Name (Print)		Instructor Signature	Date
<input type="checkbox"/> Final Grade Entered	<input type="checkbox"/> Student Notified	A&R Staff:	Date:



# GRADE POLICIES

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College grades are defined as follows:

<u>Grade</u>	<u>Meaning</u>	<u>Grade Value</u>
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.

“**I**” (*Incomplete*) grades represent an instructor-student agreement that the student may complete the course work by the end of the following term or semester and receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The “**I**” will then be replaced with the alternate letter grade assigned by the instructor at the time the Incomplete was assigned.

## Administrative Symbol “RD”; Report Delayed

The administrative symbol “RD” may be assigned only by the Dean of Enrollment Services. It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. “RD” shall not be used in calculating grade point averages.

## GRADE CHANGES

If you find it necessary to change a student’s grade, please complete a **REQUEST FOR GRADE CHANGE** form and submit it to the Office of Admissions and Records. Requests for a grade change must be made during the semester immediately following the semester/session for which the grade was assigned. Grade change forms will not be accepted if submitted by the student. The grade change will be processed only after it has been approved by the appropriate Division Dean. The Admission’s Office will notify both the instructor (*Article 9L.3*) and the student once the corrected grade has been posted. The grade change is reported on Class-web and visible to both instructor and student.

## STUDENT GRADES

Please advise students that their **GRADES** will be posted on CLASS-WEB approximately 10 days after the last day of the final examination period. The Office of Admissions and Records is unable to respond to requests by students for their grades in specific classes.

## **GRADE CHANGE DEADLINE PERIOD**

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 the Admissions and Records Office by the instructor. The Admissions and Records Office will forward the form to the appropriate Division Dean for approval.

Requests for a grade change must be made during the semester immediately following the semester/session for which the grade was assigned. Responsibility for monitoring personal academic records rests with the student.

Grade changes will not be made after the established deadline except in cases of extenuating circumstances. 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, the Campus Academic Fairness Committee or Student Grievance Committee will review the grade change request.

*Article 9P dated Jan 25, 2008 of the Agreement between the District and the Faculty Association states:*

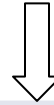
The Office of Admissions & Records shall notify each unit member in writing, either electronically or hardcopy, when a grade change for a course taught by that instructor is entered onto a student record. This notification shall occur within thirty (30) days of the grade change.

# ATTENDANCE ROSTERS

## REPORTING NONE-CREDIT & POSITIVE ATTENDANCE

The Office of Academic Services will indicate those courses for which positive attendance (*actual count of sessions attended by each student*) must be reported for the purpose of obtaining State financial support.

*Enter actual count of attendance hours here*



### FINAL GRADE ROSTER

*Final Grades*

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MMDD/YYYY	Attend Hours 0-999.99	Registration Number	
26	PLUTE, F	W1	3.000	**Web Registered** Aug 14, 2007	None	N			81	
27	RAMIREZ, [REDACTED]	W	3.000	**Web Registered** Jun 09, 2007	A	N			61	
28	ROBINSON, [REDACTED]	W1	3.000	**Web Registered** May 08, 2007	B	N			10	
29	ROMERO, [REDACTED]	W1	3.000	**Web Registered** May 23, 2007	C	N			54	
30	SAIYED, [REDACTED]	W1	3.000	**Registered** Aug 30, 2007	D	N			91	

# **Family Education Rights and Privacy Act (FERPA)**

## *Informational Guidelines for Las Positas College*

### **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 provides 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 recipient 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 in regard to parental dependency. Students who have applied but have not attended an institution do not have rights under FERPA.

### **Students and Parent Rights Relating to Educational Records**

Students have a right to know about the purposes, content and location kept as part 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 educational 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 about them in student records.

### **Educational Records**

Student educational records are specifically defined as records, files, documents and other materials that contain information directly relate 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 which are not accessible or released to other personnel
- Law enforcement or campus security records which are solely for law enforcement purposes
- Records relating 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)

### **Who would generally be permitted access without the student's written consent?**

- School officials who have "legitimate educational interests" 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 be 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 (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:

- Specify the records that may be disclosed
- State the purpose of disclosure
- Identify the party or class of parties to whom the disclosure may be made

***These general guidelines are not intended to be legal advice. This document provides only a summary of FERPA. For further information regarding FERPA, you may contact either Jeanne Wilson, Vice President of Student Services at 424-1405 or Tamica Ward, Dean of Enrollment Services at 424-1542.***

