



SAN DIEGO COMMUNITY COLLEGE DISTRICT

City College • Mesa College
Miramar College

Faculty Resource for Attendance Accounting and Grade Reporting

Academic Year 2009-2010

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Student Services
August 2009

PREFACE

- The Attendance Accounting and Grade Reporting Manual provides information and instructions about district attendance accounting and grade reporting including forms and methods, in accordance with the California Education Code and Title 5, California Code of Regulations.

NOTES

- The accuracy of attendance record keeping and timeliness of reporting student drops is critical for funding purposes, and for record maintenance. It is also a major consideration in the evaluation of contract faculty and part-time faculty.
- Federal law requires that students receiving federal aid or VA benefits return money back to the Federal Government if the student receives an "F" grade due to nonattendance. The district is required to report the last date of "known activity" for these students. Therefore, faculty members are required to enter the last date of "known activity" for students identified as FED on the roster when an 'F' grade is assigned. Last date of "known activity" is the last physical presence in the class.
- The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student educational records. In accordance with FERPA, and district policy, all student information such as name, ID number, mailing/e-mail address, telephone number, grade(s) and/or attendance should NOT be accessible to individuals without the written consent of the student, even if the student is a minor.

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Information to be included in Class Syllabus

Faculty are required to include the following statements in the class syllabus:

- It is the student's responsibility to drop all classes in which he/she is no longer participating (for online classes).
- It is the student's responsibility to drop all classes in which he/she is no longer attending (for on campus classes).
- It is the instructor's discretion to withdraw a student after the add/drop deadline (include date) due to excessive absences.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

Attendance

- If the final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus as follows:
 - o The final grade in this class will be affected by active participation, including attendance, as follows: (instructor to define specifically how attendance, including participation, will affect final grade in the class.)
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Official Grade and Attendance Roster

- Attendance must be taken up to the census date. The Opening Day roster must be submitted to the Admissions and Records office no later than two weeks after census.

Positive Attendance Roster

- Faculty teaching positive attendance classes will continue

to submit positive attendance rosters at the end of the semester with the grades and hours written on the form.

Students in Federal Programs

- Students enrolled in Federal programs will be identified as FED on the roster and require the last date of known activity if an “F” grade is assigned.

Roster Submittal

- Faculty are no longer required to submit a signed, paper grade roster at the end of the semester/session except positive attendance classes (green roster). The Opening Day roster for all classes, except positive attendance classes, should be submitted after the census.

- **Policy 3100**, There were numerous changes to Title 5, California Code of Regulations, impacting Attendance Accounting and Grade Reporting effective Fall 2008. Due to these changes, District Policy 3110 and Procedure 3110.1 have been modified and are available on the intranet at <http://hr/hr/public.htm>, or if you would like a copy, contact your dean’s office.

I. ATTENDANCE ACCOUNTING

A. OFFICIAL GRADE AND ATTENDANCE ROSTER

- The *Official Grade and Attendance Roster* is the permanent record of attendance for all students registered in regular college classes.
- The *Official Grade and Attendance Roster* (opening day roster) is placed in the faculty mailboxes the first day of the semester or session.
- The roster lists the names and CSID numbers of students who have officially registered, paid their fees and met the prerequisites for the class.
- “Unofficial” rosters will be available on Faculty Web Services at <http://faculty.sdccd.edu> about a week prior to opening day.
- Faculty may also view and print an official roster anytime (as of opening day) using the online roster at Faculty Web Services at <http://faculty.sdccd.edu>
- The *Official Grade and Attendance Roster* must be returned to the Admissions and Records Office, in the envelope provided, no later than two weeks after the census date.
Detailed instructions are printed on the reverse side of the roster(s).
- Rosters are legal documents and must be kept free of test scores, notes, and other extraneous marks. A copy of the roster is provided to faculty for their records.
- Negligence or carelessness in completing the rosters, such as illegible or incomplete rosters, lack of instructor signature, and missing grades will be referred to the appropriate Vice President of Instruction for action. Negligence may be discovered by administrative staff or by formal audit.
- District Student Services will conduct an ongoing audit to verify the accuracy of student records pursuant to California Code of Regulations, Title 5, Section 58030.

IMPORTANT

Rosters are legal documents that may be subpoenaed by the court. Please do not use red ink or pencil for marking attendance since red ink and pencil will not image.

B. ADMISSION TO CLASS

ONLY officially registered students appearing on the class roster should be permitted to attend the class. Faculty should verify that all students sitting in class are officially enrolled.

- **Add Codes** - Students Attempting to Add a Class after Opening Day
 - o After the start of the semester or session students must have an add code issued by the instructor, to add classes. Add codes must be processed and paid for by the date indicated on the *Add Code List* form.
 - o Faculty will be provided an *Add Code List* with the opening day roster. Faculty may also access the online *Add Code List* at Faculty Web Services as of opening day at <http://faculty.sdccd.edu>.
 - o The *Add Code List* contains a set of uniquely assigned add codes for the class (CRN).
 - o The add codes are printed on peel-off labels so it can be easily issued to students. Inform students of the add deadline (located at the top of the form).
 - o When an add code is assigned, the name and the CSID number of the student should be recorded next to the add code number being issued.
 - o Note that add codes must be processed and paid for before census or students will be dropped for non-payment. Due to limited availability of classes for 2009-2010, adding classes after the deadline will not be permitted. Faculty should monitor their rosters carefully.

Add codes will not override prerequisites.

- o Courses that are restricted may only be added using an add code (example: Nursing). Add codes for restricted and online classes are available well in advance of the session. Contact the dean's office for additional information.
- **Wait List**
 - o The wait list function allows students who attempt to register in a class that is closed, to place their name on the wait list for that class.
 - o There is a limit to the number of students allowed on each wait list. (This limit can be changed by the dean's office.)
 - o If space becomes available in a class prior to the start of classes, students will be notified that a space is available via e-mail and telephone according to their priority number.
 - o Students remaining on the wait list after classes begin MUST attend the first class meeting to have their wait list priority considered by faculty. Waitlisted students should be given first priority to add the class if space becomes available.
- **Student Telephone/E-Mail Information**

Faculty can access registered students' telephone numbers and e-mail addresses as of opening day via the online official class roster, or about one week prior using the unofficial roster on Faculty Web Services at <http://faculty.sdccd.edu>. This information is confidential and should only be used for educational purposes.
- **Petitioning to Challenge Prerequisite, Corequisite**

Students may challenge a prerequisite, corequisite, and/or limitation on enrollment for any course in accordance with Policy 5300.2. The burden of proof is on the student to demonstrate that grounds exist for a challenge. Space must be available in the class being challenged. Students may obtain a *Petition to Challenge* form in the Admissions office.

- **Faculty Initiate a Challenge to a Prerequisite**
Faculty who believe that a student has been inappropriately placed in a course may file a *Faculty Initiated Challenge to a Prerequisite* on behalf of the student. Instructions are contained on the back of the form describing the appeal process. Forms are available on Faculty Web Services in forms under the "Class Management" tab or in the Admissions office.
- **Individual Student Contracts in Work Experience and Application for Independent Study**
Faculty teaching/supervising Work Experience and Independent Study courses must have a written contract with the student on file, signed by both the instructor and the student. Independent Study Contracts must be submitted with the opening day roster or grades will not be processed. This contract shall specify the following:
 - Course Assignment(s)
 - Grading Criteria
 - Brief statement of course goals, objectives, and completion date.

C. REPORTING STUDENT DROPS/REINSTATING AFTER DROP

- It is the instructor's responsibility to clear rosters of inactive enrollment including "no shows" before census, since apportionment (FTES) may legally be claimed only for "active enrollment." (Refer to Policy 3110 for definition of active enrollment)
- All faculty drops MUST be processed online via Faculty Web Services at <http://faculty.sdccd.edu>.
- The drop sheet is available online as of the first day of the semester/session.
For more information, go to <http://faculty.sdccd.edu>.

Late Drops Will Not Be Accepted

- Faculty may only use *Instructor Report of Nonattendance* form to drop students who enrolled in short term classes and should have been dropped for nonattendance during the drop/withdrawal period but were not due to the shorter time period. The form and instructions are available on Faculty Web Services at: <http://faculty.sdccd.edu>.
- **Reinstatement of Students After Drop**
Faculty may only reinstate a student if the student had been officially registered in the course and had dropped or been dropped by the instructor in error. Faculty may reinstate students via the online drop sheet at <http://faculty.sdccd.edu>.
- **Petition for Schedule Adjustment After Deadline**
The form is available on campus at the Admission and Records office or on Faculty Web Services in forms under "Class Management" tab at <http://faculty.sdccd.edu>.

The instructor should emphasize that it is the student's responsibility to return the petition to the Admissions Office; otherwise, the student will not be officially registered or allowed to remain in the class.

D. STUDENT FOLLOW-UP

- A "Follow-Up" column is available on the online drop sheet to report students who are having academic difficulty. When this button is marked, an e-mail is sent to the student advising of available counseling services. This requirement is based on matriculation regulations (Title 5 Section 55526), which state that each community college district shall establish a student follow-up system to ensure that the academic progress of each student is regularly monitored to detect early signs of academic difficulty.

E. TUTORIAL REFERRAL LIST

- This form is designed to allow all faculty to "refer" a student to tutoring. Tutorial referral codes are specific to each college. The reverse side of the *Tutorial Referral Code*

List form includes detailed instructions on how to complete the form.

II. **REPORTING STUDENT GRADES**

A. **GRADE SUBMISSION DEADLINE**

- ***Summer, Spring & Intersession***

If the semester/session end date is on a Friday or Saturday—the grade turn-in deadline is the following Friday.*

If the semester/session ends any other day of the week—the grade turn-in deadline will be 7 calendar days from the end date of the semester/session.*

- ***Fall Primary term semester***

Grades will be due the first Friday in January.* For all other sessions with end dates prior to the winter break, the grade turn-in deadline will be 7 calendar days following the end of the session, provided the 7 calendar days falls before winter break. If not, grades for that session will also be the first Friday in January.*

**If any of the above listed due dates fall on a holiday, grades are due on the next working day.*

B. **ONLINE FACULTY GRADING SYSTEM**

- The Online Faculty Grading System is a web-based tool for faculty to post grades. About one week prior to the class end dates, faculty may access the online grade sheet at <http://faculty.sdccd.edu>. The *Online Faculty Grade Sheet* lists all students officially registered in each class who must be assigned a grade. No late drops will be accepted.
- Once grades are submitted online, faculty MUST also turn in the following forms to the Admissions and Records office, by the specified deadline, for the grades to be accepted and official:
 - o Official Grade and Positive Attendance Roster (for Positive Attendance Classes)
 - o Tutorial Referral Code List

- o Assignment of Incomplete forms
- o Independent Study Contracts (turn in as completed or with census roster)
- For convenience purposes, the district will provide an envelope to each faculty member so forms can be submitted in person, by interoffice mail, or by U.S. mail. A Faculty Drop Box is also available at City College and Mesa College for submittal of rosters and supporting documentation after hours.
- Courses numbered 044 that are using automated attendance tracking are not required to submit grades or rosters. Attendance hours and pass/no pass grades are automatically posted for these courses.

C. ASSIGNMENT OF INCOMPLETE (“I”)

- *Incomplete - Academic work for unforceable, emergency and justifiable reasons at the end of term may result in an "I" symbol being entered in the students records.
- An Assignment of Incomplete (“I”) form must be completed by the instructor for each student that is assigned an “I.” The form is available at the College Admissions and Records Office, as well as on Faculty Web Services at <http://faculty.sdccd.edu> or in forms under the "Class Management" tab.

D. GRADE ASSIGNMENT /CHANGE

- Grades may only be changed in accordance with the California Code of Regulations, Title 5, Section 55025: “In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55025 of this chapter. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.”

- The *Grade Assignment/Change* form is used whenever it becomes necessary for an instructor to change a student's grade. The form is available at the Admissions and Records office, as well as on Faculty Web Services at <http://faculty.sdccd.edu> or in forms under the "Class Management" tab. No grade may be changed for a completed class after one year without supportive evidence and the approval of the designated college committee.

Note: District policy will not permit a change to a student's grade beyond two years.

Grade change from an "F" to a Drop will not be accepted. In accordance with Title 5 Section 58004, it is the instructor's responsibility to clear rosters of inactive enrollment including "no shows" before census.

E. LATE GRADE ASSIGNMENT

No grades will be accepted for students who were not officially enrolled as of census.

No late adds will be processed.

Important information for faculty is posted throughout the Academic year on FWS. Please check the message board or in the Important Information tab.

Have a great year!

III. FREQUENTLY ASKED QUESTIONS

The purpose of this section is to provide answers to some frequently asked questions by faculty. The text of this handbook is also available online at <http://faculty.sdccd.edu> under *Important Information* and contains links to other resources referenced in this handbook.

Q. What is a Primary Term?

A. The fall and spring semesters are the primary terms. The primary terms are 16 weeks in length for a total of 32 weeks of instruction.

Q. What are Short Term Classes?

A. Includes classes that are not scheduled coterminous with the primary term session. Often referred to as “non primary term” session/classes.

Q. What is FTES?

A. Full time equivalent student. FTES is calculated and reported to the State for funding purposes.

Q. What is the “Census” Date?

A. The census date is a date that is about 20% of the class meetings. The date varies depending on how a class is scheduled. To find the census date for your class(es) click on the calendar icon located to the right of your class on the online drop sheet at <http://faculty.sdccd.edu>. All students must be officially enrolled or dropped for lack of attendance **by 12 noon on the census date.**

Q. What is the Add/Drop Deadline?

A. The add/drop date is the business day immediately preceding the census date. Students must process and pay for all add codes and/or drop classes they are no longer taking by this date. This date varies depending on how a class(es) is

scheduled. The add/drop date for your class is printed in the upper right hand corner of the roster.

Q. What is the Withdrawal Deadline?

- A. The withdrawal deadline is a date that is about 60% of the class meetings. This date varies depending on how a class(es) is scheduled. To find the withdrawal deadline for your class, click on the calendar icon located to the right of your class on the online drop sheet at <http://faculty.sdccd.edu>. Students must drop classes they are no longer participating by this date in order to receive a "W" on their academic record. After this date, students must receive an evaluative grade (A, B, C, D, F, I, P/NP), regardless of attendance.

Q. Whose Responsibility is it to Drop?

- A. Faculty are required to clear rosters of inactive enrollment by the census date. After that date, it is the student's responsibility.

Q. What is Inactive Enrollment?

- A. A student who is no longer actively participating and has accumulated excessive unexcused absences.

Q. What is a "No Show" Student?

- A. Any student who is absent from the first class meeting.

Q. What Do I Do With the Opening Day Paper Roster?

- A. Faculty are required to mark attendance up to the census date on the opening day paper roster. The opening day paper roster must be submitted to the Admissions & Records office no later than two weeks after the census date. For example, for the Fall 2009 primary semester (16 week classes), rosters must be submitted by September 18, 2009.

Faculty teaching positive attendance classes, and have a green paper roster, do not submit the opening day roster but continue

to write in the student hours and submit the roster at the end of the semester along with the grades.

Q. Are Time Schedule Conflicts Allowed?

A. Students may not register for classes with times that overlap (includes 10 minute passing period). In addition, students may not enroll in two classes of the same subject and course number if the start and/or end date of one class, overlaps with the other class.

Q. Am I Required to Take Attendance?

A. Yes, faculty must take attendance at each class meeting up to the census date, this would include student's who have been written in on the opening day roster. It is recommended that faculty maintain their own attendance records after the census for those students indicated as FED because last date of known activity is required when the student is dropped or if the student is assigned an 'F' grade.

Q. How Do I Know Who is Enrolled Once I Submit the Opening Day Paper Roster?

A. Faculty may download an up-to-date roster at anytime from Faculty Web Services at www://faculty.sdccd.edu. The online drop sheet also provides a complete list of all students officially enrolled.

Q. How Do I Submit My Grades?

A. Faculty submit grades online using the online grade sheet from Faculty Web Services. Faculty are no longer required to write the assigned grades on the paper roster and submit it at the end of the semester/session (except positive attendance classes (green roster)). However, Assignment of Incomplete forms as well as the *Tutorial Referral Codes* lists must be returned to Admissions & Records once grades have been assigned.

RESOURCES AVAILABLE TO FACULTY

Faculty Web Services (FWS) - <http://faculty.sdccd.edu>

- FWS is a website for faculty to have direct access to information and class management resources. Various links are available to faculty through FWS, such as to view rosters, drop students, post grades, important deadline dates, forms, etc.
- **Password Information:**
For security purposes, each faculty member is assigned a unique (8 character alphanumeric) password. The password can be found at the top of the opening day roster above the instructor's name, labeled "Control #" or on the bottom of the e-mail notifications sent to faculty.
- The Control #/password must be used the first time a faculty member accesses the system and must be entered exactly as printed (all CAPITAL letters).
- Faculty will then input a new self-assigned password. This password must be 4-8 characters and can be a combination of letters and numbers. Faculty should use a password that is easily remembered, as it will be required each time Faculty Web Services is accessed.
- If the Control # is blank on the roster or email, then the instructor has already self-assigned a password. Passwords may be reset by the Admissions and Records office at the college.

Faculty E-Mail Services

- Faculty who have a valid e-mail address on file will receive e-mail reminder notices of the drop deadline, withdrawal deadline and when online grade rosters are available, as well as other important information. Faculty may update their e-mail address via Faculty Web Services, the Instructional Improvement (Flex) website, or in the dean's office. Faculty may use any e-mail address.

