A&R Faculty Handbook
Enrollment, Privacy and Grading

Prepared by the

Admissions and Records Office
November 4, 2016

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Enrollment

Attendance Accounting

Attendance Rosters
Instructors should print their own rosters from WingSpan on the day of the first class meeting and review the WingSpan roster thereafter on a regular basis to check for accurate enrollment. Instructors must maintain attendance for their class(es) and submit attendance rosters to the Admissions and Records Office (A&R) after the end of the semester or session. The following codes denote the current status of a student on the roster:

RW, RE- Registered
DW, DR, DN, DI- Student Dropped
IN, IR, ID, IW- Instructor Dropped

Waitlist
The first class meeting attendance roster reflects all students who are enrolled in the class. The roster also shows a snapshot of students who remained on the waitlist. If a space became open prior to the first class meeting, the top student on the waitlist was given 24 hours to enroll into that spot. If the student failed to enroll in those 24 hours, the next student on the waitlist was given 24 hours to enroll and so on until the spot fills. Students who failed to add during their 24 hour registration period are removed from the waitlist. Beginning on the first class meeting, students can only add the class if they receive an add code from the instructor *and* they use the add code prior to the add deadline.

Add Authorization Codes
Add codes appear at the bottom of the printable attendance roster on the last workday of the week prior to the beginning of the term. Students will be able to use these codes to register online beginning the first day of the class until the section add deadline. Add codes will not work before the start of the class. Instructors should write down the students' names and ID numbers when they assign the add codes.

If instructors need additional add codes, they may request them from A&R at 626-914-8518. The new add codes will appear on the WingSpan roster.

After a student has registered for the class online using an add code, that student's name will appear on the WingSpan roster.

Each code may only be used by one student. Once the student has used the add code, the code becomes invalid and another student may not use the same add code.

Add Code Deadline Date
The first day a student can use the add code is the first day of class. The last day to use an add code varies for each section. The deadlines are based on the number of times the class meets and the start date of each class. Students will only be able to add late (past the deadline) with documented proof of extenuating circumstances, such as proof of computer error or medical emergency. Please consult the Deadline Dates document posted on the A&R webpage for specific deadline dates.

Attendance
Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course and other required activities such as field trips, athletic meets, and performances. Instructors must notify students of all such required activities early enough in the semester to enable students to attend all meetings.

Absences
The student must inform the instructor of the reason for an absence and arrange to make up the course work missed. Excused absences for which work may be made up with the instructor's approval include: (1)

Absences due to illness, bereavement, personal emergency, or medical appointment; and (2) Absences due to required attendance at approved field trips, performances, or intercollegiate events.

Instructor Drop Policy
An instructor may drop a student who has missed three class meetings in a regular semester class that meets two or more times a week or who has missed two class meetings in a class that meets once a week. Instructors teaching classes that meet less than a full semester (summer, winter, short term) may allow fewer absences. However, if a student fails to attend the entire first class meeting of a term without prior permission from the instructor, the student is considered a no show and the instructor must drop the student and may give that seat to another student (see census submission section).

Re-Add
When instructors accidentally drop students during census or as instructor drops, they may request that the student be re-added. Students also sometimes drop a class unintentionally. To re-add, the student or instructor can submit submitting an Add/Drop/Re-Add Form to A&R. The Add/Drop/Re-Add Form requires the instructor's signature as well as the student's signature. Re-Adds can be processed up to the last day of the semester or session.

Auditing Classes
Auditing classes in not permitted. Students should not be permitted to attend without registering for the course after the add deadline.

Positive Attendance Tracking
Instructors receive a positive attendance (PA) roster by email from their division office. Instructors must note any absences and return the roster to the division office. Alternatively, the instructor may bring their hard-copy roster/grade book to the division office and the administrative assistant will input the positive attendance. Once the records are inputted, the division assistant will email a completed summary of the roster to A&R. The positive attendance roster must then be turned in to A&R after processing grades on WingSpan, but no later than a week after the semester/session ends.

Section Transfer
Students can transfer from one section to another section of the same class with the approval of both instructors. For example, if the student is registered in section 12345 of Math 165 which meets Monday and Wednesday at 9 a.m., and needs to move to section 12346 of Math 165 which is online, the student would need to complete the Class Transfer Form in A&R and obtain the approval of both instructors.

Level Transfer
If a student is trying to change course levels, they are not permitted to do so without counselor approval. For example if the student is taking English 102 and the material is too advanced for him or her, the counselor would have to approve the transfer to English 101. If the student is in English 101 and the material appears too easy for him or her, a counselor would likewise have to approve the transfer to English 102.

Overlapping Courses
According to state guidelines (T5-55007), students are not allowed to enroll in two or more courses that meet at the same time. The registration system will prevent a student from registering in overlapping courses even if the meeting times overlap by just one minute. However, registration in overlap courses may be permitted if:
1. A rational justification for the overlap exists, and
2. The class time missed is made up in another section of the same class during the same week under appropriate supervision or by special, approved arrangements.

Students wishing to enroll in overlapping courses must submit the Course Overlap Petition and the Course Overlap – Instructor Contract to A&R prior to the enrollment deadlines for both classes. The instructor with whom the student will make up the missed time needs to approve and sign the Course Overlap - Instructor Contract and sign the weekly Time Conflict – Make Up Schedule form documenting each make up session.

The Time Conflict Make Up Schedule form must be submitted to A&R for monitoring. Students who fail to make up their time will be dropped from that class prior to the issuance of final grades.

Census Submission

Census Day for Full-Semester Classes
For both spring and fall semester, the census day for full 16-week courses falls on the Monday of the third week of instruction. If the third Monday is a holiday, census day is the following Tuesday.   (See below for information on short-term classes.)

Census Day for Short-Term or Intersession Classes
For classes that meet less than 16 weeks in spring and fall semester, and all classes in summer and winter intersession, the census day varies based on the number of meeting days and the start and end date of the class. The census day may be found on the Add/Drop/Refund Deadline Dates documents on the Important Deadline Dates section of the Admissions and Records website.

Census Submission (Drops) Regulation
Title 5 Section 58007 requires that prior to census day, instructors drop all students who have been identified as no shows or who are no longer participating in the course due to nonattendance.

Consequences of Failure to Submit Census Drops
A college may only receive state apportionment money from the State for students who were actively enrolled on Census day. If an instructor fails to drop no show students or students who were not actively enrolled before census, the college will improperly attempt to receive apportionment for those students. Improperly reporting census will result in an audit finding and in apportionment funds having to be returned to the State.

In addition, failing to report census drops or reporting drops late affects the following groups of students:
- **CalWORKs Students**. Students in CalWORKs are under contract with the county to attend and complete specific classes. If a student is not attending a class, the student faces a sanction from the county for not adhering to his/her education plan. If a student is dropped, the CalWORKs office can contact the student, notify the county and assign the student to another approved activity avoiding sanction.
- **International Students.** Changes in enrollment status must be reported to SEVIS (Student & Exchange Visitor Information System) and US Citizen & Immigration Services (USCIS).
- **Student Athletes.** Student athletes must be enrolled in a minimum number of units to be eligible to play a sport. If a student is not dropped from courses they did not show or were not actively participating before census, the student may be improperly deemed eligible when in fact the student was not eligible based on their class attendance. When an ineligible student is allowed to compete in a sport, the school will forfeit all competitions won during the student's ineligibility period in addition to any other sanction issued by the Athletic Commissioner.
- **Students on Financial Aid.** Failure to drop students may result in overpayments of financial aid. Students are responsible to return overpayments in financial aid to the college and the college is responsible to pay back the overpaid funds to the issuing government agency. In addition, receiving a W or failing grade instead of a drop without record may affect the student's ability to receive financial aid benefits in the future.
- **Veteran Students.** Failure to drop students may result in an overpayment of benefits. Students who do not attend courses must repay funds they received from the Department of Veterans Affairs. In addition, receiving a W or failing grade instead of a drop without record may affect the student's ability to receive veteran benefits in the future.

No Shows for DE Classes
Distance education courses have unique challenges to record no show students. An agreed best practice is to require students to send a check-in message to the instructor during the first week and/or for the instructor to make an assignment due on the first week. Student who do not check-in and/or who do not complete the assignment can then be dropped as no shows.

Submitting Census Drops

Instructors can begin entering census drops online via Wingspan on the first day of instruction until 11:59 p.m. the day before census. Please review the next page for instructions on how to submit drops via Wingspan. Drops may only be submitted online.

No Census Drops – All Students Present

The Chancellor's Office requires submission of census rosters for all sections, regardless of whether or not there are any no shows or census drops. When there are no students to drop, instructors must log in to the drop section on Wingspan and mark none for all students and hit submit prior to census. The student information system will record the submission even in no student was dropped as part of the process.

Submitting Additional Drops

Instructors can drop students from a class as frequently as needed from the first day of instruction through the last day to drop with a withdrawal "W". Although faculty are only required to submit census drops, faculty are encouraged to drop students who do not abide by their course attendance policy.

Students Accidentally Dropped

Instructors can submit the Instructor Re-Add Form through the end of the term to the Admissions and Records Office. Alternatively, the student can submit the Add/Drop/Re-Add form to the Admissions and Records Office. Both forms require the signature of the student and of the instructor.

Who should I contact if I need technical assistance?

Contact Technology Services at 626-914-8810.

Submitting Drops on Wingspan

1. Log into your Wingspan Account and select "Faculty Drop Roster"

2. Select the Term and then the CRN

Drop Roster Status

Fall 2016 (201720)
Nov 04, 2016 10:06 am

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. Additionally, the current grades for each class are summarized including a notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Rolled column.

Current Drop Roster Summary

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Rolled
21489	BIOL	104	012	Biology: Contemporary Topics	1	Total Roster	Not Applicable	Now	Aug 22, 2016-Dec 12, 2016	Aug 23, 2016	Total:0 of 0	No

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

CRN	Subj	Crse	Sec	Title	Section Condition	Recorded Grades	Rolled

No sections to list.

Drop Roster Conflicts

⚠ The sections listed below have an availability date conflict in the roster rules. A section's dates may not be defined properly, or the roster rules cause a conflict in the dates. Contact your system administrator to resolve this problem.

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type

No sections to list.

3. Select the action (leave all students with "None" if you have no drops) and submit drops

Drop Roster Maintenance

Fall 2016
Nov 04, 2016 10:13 am

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

🚩 If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
21489	Biology: Contemporary Topics - BIOL 104 012	1	Total Roster	Not Applicable	Aug 22,2016-Dec 12,2016	23-AUG-2016

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1			**Registered**	Instructor Drop Before Census	scollege.edu
2		fidential	**Registered**	None	@yahoo.com
3			**Registered**	None	STUDENT.CITRUSCOLLEGE.EDU

Submit   Reset

4. Confirm drops and submit changes again

Drop Roster Maintenance Confirmation

Fall 2016
Nov 04, 2016 10:15 am

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
21489	Biology: Contemporary Topics - BIOL 104 012		Total Roster	Not Applicable	Aug 22,2016-Dec 12,2016	23-AUG-2016

⚠ The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.

Students Selected to be Dropped

Record Number	Student ID	Student Name	Pending Registration
1			Instructor Drop Before Census

Submit Changes   Cancel

5. A message confirms the drops were successful. Reprint your roster to have an accurate account of enrolled students

Withdrawals – Drops with W

Requirement to Drop Students
Apart from submission of census drops, instructors are under no obligation to drop students who cease participating in their courses. Instructors may choose to drop students who are no longer active in their course, and if they do so they should enforce class attendance requirements equitably on all students.

Student Initiated Drops
A student may drop or withdraw at any time before the 60% completion point of the class (the deadline to drop with a W) using Wingspan.

Withdrawals
Withdrawals are faculty or student initiated drops that take place on or after census and on or before the 60% completion point of the class (the deadline to drop with a W). Students who drop in that time period receive a "W" grade on their academic record and transcript. Students with excessive number of withdrawals may lose the ability to continue to receive financial aid, may receive a lower (later) registration appointment, may be placed on probation and may be dismissed from the college. Drops that take place prior to census day do not result in a withdrawal (no notation on the student's record).

Refund Deadline
Refund deadlines precede census day and vary per section. Students dropped as No Show receive a full refund. Students wishing to receive a refund are responsible for dropping prior to the refund deadline. Please refer students to the Add/Drop/Refund Deadline Dates documents on the Important Deadline Dates section of the Admissions and Records website.

Attendance Past Withdrawal Deadline
After the Withdrawal deadline, students may not drop nor be dropped by the instructor. Students enrolled after the withdrawal deadline must receive a letter grade other than a "W". Students who stopped attending the course after the withdrawal deadline may be issued an "FW" grade. Because students may not be dropped from the course after the withdrawal deadline, students enrolled after the withdrawal deadline must be allowed to sit for the final.

Wingspan Drop Process
Follow the instructions on Submitting Drops on Wingspan on page 8.

Enrollment Frequently Asked Questions

1. How do I view the waitlist for a course?
The attendance roster reflects all students who are enrolled. The roster also shows the list of students who remain on the waitlist. Make sure you view your printable roster for the correct waitlist order (see example below). The waitlist link from your wingspan page does not show students in the correct waitlist order.

2. Will a student be dropped if they don't pay for my class?
Weekly rollouts (dropping students for nonpayment) occur every week during registration. The last rollout happens the day before the semester or session begins. Your first class meeting roster only shows students who have not been rolled out. Once classes begin, students are not dropped for nonpayment. Students who add using an add code will not be dropped for nonpayment. Instead students who do not pay will receive a hold that will prevent them from using Wingspan, obtaining enrollment verifications, and ordering transcripts.

3. What should I do with my attendance rosters?
All attendance rosters must be submitted to A&R within a week after the semester or session end date. The census drop roster must be submitted at census if it is not done online. Instructors should monitor their rosters on Wingspan each week to make sure students in attendance are on the roster. If a student is not on the roster but they have been attending, they must file a Late Add Petition to the A&R Office. Students must provide evidence of extenuating circumstances that prevented the student from adding the class by the add deadline.

4. Can I drop a student so that they avoid getting a failing grade?
No. Instructors may only drop a student due to excessive absences. Improper reasons to drop a student include:
   - Student is failing
   - Disruptive behavior
   - Unauthorized registration

If a student is failing the course, please discuss tutoring or other supplemental instructional activities that may be available to the student. Please also refer the student to an academic counselor for advice. If a student is being disruptive, they should be reported to the Student Affairs Office. If you suspect a student improperly registered for the course, please contact A&R.

5. My class has a prerequisite. How do students clear the prerequisite if they haven't taken the class at Citrus College?
   Students are required to provide verification of how skill or course prerequisites have been satisfied prior to their registration date. Students who are unable to verify meeting the prerequisite will not be allowed to enroll in those courses. Official transcripts from other colleges may be used to verify course prerequisites. Skills prerequisites must be verified through a Citrus College assessment process or the assessment from another college. Students on a waitlist will be unable to register unless prerequisites have been cleared prior to permission to add the course.

   Students may challenge a course prerequisite or co-requisite if they meet one of the following conditions:
   - Demonstrated knowledge or the ability to succeed in the course without the prerequisite;
   - The possibility of undue delay in attaining the goals established in an educational plan because the prerequisite or co-requisite course has not been made reasonably available;
   - Belief that the prerequisite is discriminatory or is being applied in a discriminatory manner; or
   - Belief that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

   A Prerequisite Challenge Form can be obtained from the A&R Office. The completed form must be returned to the A&R Office two weeks prior to the beginning of the semester in which it is to be considered.

Student Privacy

Student Privacy

FERPA
The Family Educational Rights and Privacy Act (FERPA) restricts disclosure of information from student records. As a rule of thumb, college personnel should presume that all student information is confidential and should not disclose any information without a student's written consent except to college officials who have a legitimate educational interest in the information. Consult with the A&R Office to understand which information may be properly disclosed.

Student Consent
Students who wish to consent to disclosure of information from student records must state, **in writing,** which records may be disclosed, identify the party or class of parties to whom the records may be disclosed, indicate the purpose of the disclosure, and sign and date their written consent statement.

Faculty Access to Student Information
Faculty are not automatically entitled to access all information about their students. Faculty have a legitimate educational interest in information only if the information is relevant and necessary for faculty to fulfill their role in the student's education. Even then, some information, such as a student's disability, can only be disclosed with the consent of the student.

Health or Safety Emergency Disclosure
Faculty **can** share information about distressed or disruptive students with college officials who have a legitimate educational interest in the information. In addition, if a health or safety emergency exists; faculty can share information with other people, within and outside the college, to protect the health or safety of the student or others.

Students' Right to Access Information
Students have a right to access most information in the records that Citrus College maintains about them, including email messages that refer or relate to them. Faculty should keep their email messages focused on facts and try to avoid communicating subjective judgments about students. Grades on assignments, grade books, and the attendance roster are also student records subject to the right of access by students.

Sole Possession Records
Notwithstanding a student's general right of access to student records, students do not have a right to access records that are kept in the sole possession of the person who created the record, are used only as a personal memory aid, and are not accessible by or revealed to any other person except a temporary substitute for the person who created the record. However, grades on assignments, grade books, and the attendance roster are student records regardless of how they are maintained and are therefore subject to the right of access by students.

Students' Right to Restrict Information
Some students exercise their right under FERPA to restrict the college from disclosing any information about them, including their name. Avoid giving information about a student to other students.

Parental Access to Student Information
Parents of students do **not** have a right to obtain information from student records, including grades and information about a student's performance in class, even if the student is a minor. However, a student may consent to disclosure of information to his or her parents with the A&R Office.

Minors
When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

Student Privacy in the Classroom

The following lists contain examples of FERPA violations and suggested practices. The lists are not exhaustive and are meant to help faculty understand the regulation and void potential problems.

Practices to Avoid

- Placing graded identifiable student work in the hallway or an unmonitored area for students to pick up.
- Posting or displaying grades either publicly or to other students, in print or electronic form, if grades are linked to a student ID number, name, or other identifier. For larger classes, grades can be posted for exams only if a unique ID or number is used that is known only to the instructor and a student.
- Circulating or posting a class roster of student names or one that includes photographs or student ID numbers.
- Disclosing information from student records, such as grades, without the student's consent.
- Requiring students to post identifiable homework assignments or projects in publicly accessible online forums (e.g., Facebook, YouTube, and other social media spaces).

FERPA Compliant Practices

- If participation in a publicly available online forum is unavoidable, consider allowing students to opt out, create a private blog, or consider using the campus learning management system (Blackboard).
- If the instructor uses Doodle or a similar system to solicit or share calendar or schedule information, create a private poll so student information is not disclosed to other students.
- Obtain consent from new students before sharing any of their personal information, biographical or academic, with other students, faculty, or others.
- Although "cloud computing" environment offers many handy and inexpensive applications, placing any information about students on a website not under contract with the college may raise FERPA issues. Faculty should make the use of these sites optional, or allow students concerned about privacy to provide their information to faculty in a secure manner.
- In letters of recommendation, faculty can discuss their personal observations about the student without written consent from the student.
- Peer grading does not violate FERPA because the grade on the assignment is not a record until it is recorded on the faculty's grade book.

Preferred Name

- California law allows a student the common law right to be called by a preferred name without going through the official name change process. If a student requests to be called by a preferred name, please honor their request. If you believe the preferred name is inappropriate or offensive, please contact the Admissions and Records Office.

Grading

Final Grade Processing

Grade Submission Deadline
Instructors in full term courses (courses that start and end with the beginning and end of the semester or session) have two days to submit grades after the term ends. Instructors in courses that end at a different time than the semester or term (for *example* first 8-week course in a 16-week semester) have 2 work days to submit grades after the last class meeting. Delays in grade submission delay end of term processing (see below) and get reported to the relevant academic division Dean and the Vice President of Academic Affairs.

Other End of Term Processes
End of term processes, other than grade processing, include posting grades online and on transcripts, final evaluation before posting of degrees and certificates, mailing transcripts to other institutions for transfer students, posting academic standing, and running prerequisite checks on students who registered for classes for the following term. In addition, final grades affect the student's eligibility for athletic competition, scholarships, financial aid, and veteran benefits. These eligibility processes cannot run until all grades have been posted.

Online Grade Submission
Instructors can submit grades online 24/7 by accessing their class rosters on WingSpan (http://wingspan.citruscollege.edu). Please remember to hit the submit button once grades have been entered. WingSpan sessions time-out after 15 minutes of inactivity and the instructor will lose the grades entered but not submitted prior to the session time-out. Instructors who need a WingSpan user-name and password need to contact the Human Resources Office.

Attendance Rosters
Attendance rosters must be turned in to the A&R Office after posting grades. Attendance rosters are subject to annual audits for the purpose of examining census drops.

Positive Attendance
Instructors in positive attendance classes receive a positive attendance (PA) roster by email from their division office. On the PA roster, note any absences and return it to the division office. Alternatively, the instructor may bring a hard-copy roster/grade book to the division office and the administrative assistant will input the positive attendance on the instructor's behalf. Once the records are inputted, the division assistant will email a completed summary of the roster to the A&R Office.

Assignment of Letter Grades
Please remember that a "W" cannot be assigned on the final grade roster. If a "W" does not already appear on the grade roster based on a recorded drop prior to the 60% drop deadline, the instructor is required to assign the student a grade. Appropriate grade symbols include A, B, C, D, F, FW, P, NP, or I (please see Incomplete Grades section for additional information on assigning "I" grades).

An FW grade is appropriate when a student stopped attending the class, but is still officially enrolled in the class (shows up on the final roster without a W). Please be sure to enter the last date of attendance when assigning an FW grade.

Grade Changes
Instructors that need to change a grade after end of term processes are run will need to fill out a Grade Change Petition in the A&R Office.

Instructions on Grade Processing
Instructions on processing grades are posted on the Intranet by clicking here.

Grade Symbols

Title 5, Section 55728. Grades are based upon the quality of the student's work within the framework of the College's philosophy, academic standards, and state regulations.

The grade point average is computed by dividing all units attempted into all grade points earned. Grades, grade points awarded, and symbols used by Citrus College are as follows:

Grade	Grade Points	Definition
A	4.00	Excellent
B	3.00	Good
C	2.00	Satisfactory
D	1.00	Passing, less than satisfactory
F	0	Failing
FW	0	Student has ceased participating in the course sometime after the last day to officially withdraw from the course without having achieved a final passing grade.
*P	N/A	Passing, at least satisfactory. Units awarded, P grades are not used in calculating GPA. Only assigned for course with P/NP designation.
*NP	N/A	No Pass. Less than satisfactory or failing. Units and grades not counted in GPA. Only assigned for course with P/NP designation.
W	N/A	Withdrawal. Assigned for students who officially withdraw from a class after the no-notation deadline, but before the drop with a W deadline. "W" grades are not used in calculating GPA.
I	N/A	Incomplete. Incomplete academic work for unforeseeable, emergency, and justifiable reasons may result in the "I" symbol being entered in a student's record at the end of the term. The condition for removal of the "I", and the grade to be assigned at the time of its removal, is stated by the instructor in a written record. An "I" will not be used in calculating units or GPA.
IP	N/A	In Progress. Grade awaits completion of coursework which extends beyond the end of the term. Students must re-enroll in the class the following semester. The IP may be assigned only one time for each class. Coursework must be completed the following semester or the IP grade will default to an alternate grade indicated by the instructor (usually substandard). IP grades are not used in calculating GPA.
RD	N/A	Report Delayed. Grade can only be assigned by the Registrar when there is a delay in reporting a student's grade due to circumstance beyond the control of the student. It is a temporary symbol, replaced by a permanent symbol as soon as possible and therefore is not used in calculating GPA.
MW	N/A	Military Withdrawal. MW is assigned to active or reserve members of the military who receive orders that compel a withdrawal from courses. Upon verification of such orders, a MW will be assigned at any time, during which no notation is made for withdrawals. A Military Withdrawal shall not be counted in progress probation and dismissal calculations, or in course repeatability limits.

Progress Indicators for Noncredit Courses
Students enrolled in noncredit courses receive one of the following progress indicators. Progress indicators are not assigned grade points and are not used in calculating a student's GPA.

- P   Pass, satisfactory completion of a course
- SP   Satisfactory Progress toward completion of a course
- NP   Did not complete the course satisfactorily (no measureable or unknown progress)

Incomplete Grades

Assigning Incomplete Grade
Instructors wishing to assign an "I" Incomplete grade must submit an Incomplete Grade Form to the A&R Office which will enter the "I" grade in WingSpan. Instructors cannot assign an incomplete grade in WingSpan. The Incomplete Grade Form is due at the same time that grades are due. Incomplete grades should not be assigned after the end of the semester or session.

The catalog states, an "I" may be assigned for incomplete academic work for unforeseeable, emergency, and justifiable reasons. Examples of unforeseeable emergency, and justifiable reasons may be hospitalization, illness, personal emergency, death in family, accident, etc.

An "I" will not be used in calculating units or grade points.

Making Up Work
Please note that the student is not allowed to reregister for the class and cannot be in attendance at any subsequent class to make up the missed work. Work must be completed outside of class time.

Removal of Incomplete, Posting of Grade
The condition for removal of the "I", and the grade to be assigned at the time of its removal, must be stated in Incomplete Grade Form. The instructor may assign a final grade when the required work has been completed and evaluated before the one year limit, otherwise the default grade will be assigned at the one year mark. When the work is completed, the instructor must submit a Grade Change Petition in the A&R Office.

Incomplete Grade Form Requirements
Incomplete Contracts are available to instructors on in the A&R Office. Incomplete grades should never be assigned without the student's consent. A&R will not post an "I" without the student's signature on the Incomplete Grade Form. Instructors should discuss with the student what is required of the student to complete the course. A copy of the written record is given to the student and the original is filed in the A&R Office.

Pass/No Pass Grading

Pass/No Pass Only Basis
Several courses are offered on a Pass/No Pass only grading basis. These courses are clearly identified in the College Catalog and the Schedule of Classes. Evaluative grades (A, B, C, D, or F) are NOT an option for these courses.

Pass/No Pass Grading Option
For a limited number of courses, a student may select Pass/No Pass as a grading option (see College Catalog). It is the student's responsibility to request this grading option by submitting a Pass/No Pass Petition to the A&R Office by the deadline (the fourth Friday of a full semester or within 30 percent of a term). Students should be advised to review the Pass/No Pass policy in the College Catalog and to meet with a counselor to see how this grading option may affect their educational goals. Once a student selects the Pass/No Pass option, the student may not receive a letter grade. Passing is defined as receiving a letter grade of C or better.

Pass/No Pass Petition
Student must pick up the Pass/No Pass Petition form in the A&R Office and submit a complete form by the fourth Friday of a full semester or within 30 percent of a term. A student may revoke a Pass/No Pass grading option by the same deadline. Once the deadline to select the Pass/No Pass grading option passes, a student will not be able to select a Pass/No Pass grading option or to switch back to a grading option. If the Pass/No Pass option is selected, a letter grade cannot be issued. The maximum number of units allowed under a Pass/No Pass grading option is 12 with a limit of no more than one such course in any given semester or session. Courses exclusively offered on a Pass/No Pass basis are excluded from the 12-unit limit.

Report Delay "RD" Symbol

Posting of RD Symbol
Report Delay (RD) is a temporary symbol used when there is a delay in reporting a student's final grade due to circumstance beyond the control of the student. If instructors do not submit final grades by the deadline to report term information to the Chancellor's Office, the Registrar will post RD in lieu of a grade so that the college data may be submitted. In this manner, the RD symbol is posted to the student's academic record and transcript.

Changing RD to Grade
Once an RD symbol is recorded, the instructor cannot submit grades online. Instead, the instructor must submit a Grade Change Petition to the A&R Office for each student that received an RD symbol.

Consequences of Posting RDs
RD symbols may negatively impact students and Citrus College. Students who have RD(s) posted to their transcripts may have their admission to another college rejected due to failure to submit completed coursework by a certain deadline. Likewise, student athletes may be ineligible to play as a result of the delay in receiving a final grade. When RD's exceed 1% of all grades issued by Citrus College, the Chancellor's Office may reject all term information submission and not issue apportionment for that term.

Grade Changes

Reasons for Changing a Grade

In accordance with Education Code Section 76224, California Code of Regulation Title 5 Section 55025, and Citrus College Administrative Policy (AP) 4231 Grade Changes, the grade given to each student shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor of the course shall be final (may not change), in the absence of mistake, fraud, bad faith, or incompetency. In accordance with Title 5 Section 55025, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.

Grade Change Process

The instructor of the course may change a grade by filling out the Grade Change Petition in the A&R Office. The form requires that the instructor comment on the reason for the grade change.

The student may challenge the grade he or she received in a course in accordance with AP 4231 by first attempting to contact the instructor of the course. If the student has filed a discrimination complaint against the instructor of the course, if the instructor of the course is not available, or where the District determines that it is likely that there may have been gross misconduct by the instructor of the course, the academic dean overseeing the subject area will assign another instructor in the same or similar area to meet with the student. The removal or change of an incorrect grade from a student's record shall only be done with approval of the instructor or the substitute instructor.

In the case of denial by the instructor of the student's request, the student may use the Student Grievance Procedure (AP 5530) to present his or her case for a grade change.

Note: For security reasons, the Grade Change Petition form is a restricted form and may not be photocopied. The form is available in the A&R Office and must be submitted in person. Faculty may be asked to show ID when submitting a Grade Change Petition. Students are prohibited from turning in a Grade Change Petition.

Audit and Record Keeping

Grade changes are subject to state audit and, in the instance of an audit, an instructor may be asked to provide additional proof of a grade change. Instructors are advised to keep course grade records for at least four years after the end of the course.

Appendix: Forms

Citrus College

Add/Drop/ReAdd Form

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

Name: _____   ☐ Summer ☐ Fall ☐ Winter ☐ Spring Year ___

Student ID Number: _____   ☐ Add ☐ Drop ☐ Re-Add ☐ Other _____

Course(s) to Add or Re-Add

CRN	Course Name	Add Code	Instructor Signature (If re-adding)

Courses to Drop

CRN	Course Name

_____   _____
Student Signature   Date

_____

Admissions and Records Only

Received by _____   Entered by _____ Date _____ ☐ SFAREGS   a&r 9/18/14

Citrus College

Class Transfer Form

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

Please print using black or blue ink
Student Section (student to complete)

Date: _____

Student ID Number: _____

Summer ☐   Fall ☐   Winter ☐   Spring ☐   Year _____

Name: _____
　　　　　　Last　　　　　　First　　　　　MI

Course to Add

CRN	Course Name	1st Date of Attendance	Add Code	Instructor's Signature(required after census date)

Course Transferred From

CRN	Course Name	Last Date of Attendance	Instructor's Signature

_____
Student Signature　　　　　　　　　Date

Admissions and Records Office Section

☐ In Person　☐ Email　☐ Deans Office　　Additional Notes_____

Entered in Banner by: _____　　Date Entered in SFAREGS_____　　Date Received _____

11/2012

Citrus College

Class Transfer Form

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

Please print using black or blue ink
Student Section (student to complete)

Date: _____

Student ID Number: _____

Summer ☐   Fall ☐   Winter ☐   Spring ☐   Year _____

Name: _____
　　　　　　Last　　　　　　First　　　　　MI

Course to Add

CRN	Course Name	1st Date of Attendance	Add Code	Instructor's Signature(required after census date)

Course Transferred From

CRN	Course Name	Last Date of Attendance	Instructor's Signature

_____
Student Signature　　　　　　　　　Date

Admissions and Records Office Section

☐ In Person　☐ Email　☐ Deans Office　　Additional Notes_____

Entered in Banner by: _____　　Date Entered in SFAREGS_____　　Date Received _____

11/2012

Course Overlap Petition

IMPORTANT INFORMATION:

According to state guidelines (T5-55007), students are not allowed to enroll in two or more credit courses, which meet at the same or overlapping times. However, overlap in student's schedule may be allowed if there is:

1. rational justification for the overlap, and

2. class time missed is made up in another section of the same class during the same week under appropriate supervision or by special, approved arrangements.

If you feel these two conditions can be met, complete this petition and Instructor Contract and return to Admissions by the last day to add. You will be emailed within 5 business days whether the petition is approved or denied.

STUDENT NAME_____ **TERM**_____

ID NUMBER_____ **EMAIL ADDRESS**_____

CURRENTLY ENROLLED CLASS

_____

CRN   Course Name   Dates of Course   Day(s) course meets   Time course meets

CLASS REQUESTING TO ADD

_____

CRN   Course Name   Dates of Course   Day(s) course meets   Time course meets

Please explain in detail why you must take these courses at these times (Please type or print legibly).

_____

_____

_____

_____

_____

Student Signature   Date

FOR ADMISSION AND RECORDS OFFICE USE ONLY

Petition Received by_____ **Date Received**_____

Action Taken: Approved ☐   Denied ☐   Contract Sent to Instructor by _____ **Date** _____

Office Comments: _____

_____

SFASRPO ENTERED BY _____   **DATE ENTERED** _____

_____

Dean Signature   **Date**

Course Overlap-Instructor Contract

CitrusCollege

To be completed by Instructor

A time conflict exists between your class and another course of the below student's choice. The college may permit overlapping, if:

> 1. rational justification (scheduling convenience is not one) on a student-by-student basis, can be established and can be documented by the instructor; and

> 2. the instructor maintains documentation and daily/weekly attendance showing that the student made up the hours of overlap in the course partially or wholly at some other time during the same week, under appropriate supervision or other special approved arrangements.

STUDENT NAME_____   **ID Number** _____

Currently Enrolled Class   **Check Box if Making Up Time with this Instructor** ☐

_____

CRN   Course Name   Dates of Course   Day(s) course meets   Time course meets

Class Requesting to Add   **Add Code if Needed**_____   **Check Box if Making Up Time with this Instructor** ☐

_____

CRN   Course Name   Dates of Course   Day(s) course meets   Time course meets

The student will miss _____ minutes each week, for a total of _____ hours for the duration of the course.

(Example of the Formula: 10 minutes missed for a twice weekly class would be calculated like this 10 x2= 20 minutes X 16 weeks = 320 minutes divided by 60 minutes equals 5.33 hours to be made up for the duration of the course)

I agree to meet with the student outside of the class each week for the amount of time the student will miss during the normal class meeting. In addition, my signature below approves this student to add my course and verifies the student's first date of attendance is prior to the add deadline.

_____

Instructor Printed Name   **Instructors Signature**   **Extension**   **Date**

Note to Instructors:

If the petition is approved, you will be emailed a Time Conflict-Make Up Schedule. The schedule (see sample below) will need to be turned into Admissions and Records each week to comply with attendance reporting rules.

<u>**Sample**</u>

WEEK	DATE	TIME IN	TIME OUT	MINUTES MADE UP	LOCATION	SUPERVISOR SIGNATURE
Week 1	*11/08/2013*	*1:40 pm*	*2:00 pm*	*20*	*SSA*	*Your signature*

CitrusCollege

Time Conflict-Make Up Schedule

STUDENTS NAME _____ ID_____

CRN _____ COURSE NAME _____ TERM _____

Instructions:

Please enter the information below when the student makes up minutes missed. This form can be scanned and emailed to our office weekly or brought in weekly by the instructor.

WEEK	DATE	TIME IN	TIME OUT	MINUTES MADE UP	LOCATION	SUPERVISOR SIGNATURE

Citrus College

Late Add Petition

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

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IMPORTANT DEADLINE DATES:
Full Term (16 Week) Courses - Deadline to turn in petition is 2 weeks after the last day to add
Short Term Courses – Deadline to turn in petition is 1 week after the course last day to add

---

Student Section (student to complete)

Date _____   Name: _____   Student ID Number: _____
                        First   MI   Last

Citrus College Email Address: _____ (You will be notified of the result via email)

Course to Petition _____ Summer ☐ Fall ☐ Winter ☐ Spring ☐ Year ____
                        CRN   Course Number/Title

My reason for this late action: _____

_____

_____

_____

(Attach proof of the extenuating circumstance)

_____
Student Signature   Date

Instructor Section (instructor to complete)

Extenuating circumstance that *justify* allowing student to enter class late:

_____

_____

Add Code

_____   _____   _____
First Date of Attendance   Instructor Name   Instructor Signature

---

Instructional Dean Section (Also requires approval from Dean of Admissions and Records)

Petition to Enter late is: Approved ____   Denied ____

_____
Signature   Date

Admissions Office

Petition received by: _____   Date: _____

Comments:

_____

_____

Approved ____   Denied ____

_____
Dean of Admissions   Signature   Date

Entered in Banner by: _____ Status Code Entered: _____ Date: _____

02/2013

Prerequisites are an essential tool for student success. Title 5 (section 55200-55202) allows districts, through their curriculum approval process, to establish prerequisites for courses.

Definitions

Prerequisite - A condition of enrollment is required to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course. A student who has not met the prerequisite is **highly unlikely to receive a satisfactory grade in the course.** Prerequisites are enforced and a student will be blocked from enrolling if the prerequisite is not met. A student must complete a course prerequisite with a satisfactory grade (i.e., a grade of A, B, C, or CR).

Corequisite - A condition of enrollment in a course that requires the student to simultaneously enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated corequisite.

Prerequisite /Corequisite Challenge

If a student wishes to challenge the established prerequisite or corequisite, he or she must submit a **Prerequisite/Corequisite Challenge Form** for one or more of the following reasons:

1) **The student has the <u>documented</u> knowledge or ability to succeed in the course without meeting the prerequisite or corequisite. Examples might include:**
   • Letters of verification from instructors, employers or other persons qualified to certify as to their skill level;
   • Certificates from schools, colleges, government agencies or other reputable sources verifying the attainment of specific skill levels;
   • Transcripts of academic work at other institutions accompanied, if available, by copies of their catalogs;
   • Examples of work (painting or other art forms, writing, drafting, etc.), which demonstrates the quality of work the person has performed.

2) **A prerequisite or corequisite is not reasonably available.**
Show in writing the date and times when the prerequisite was offered during the two semesters immediately preceding the current semester. If they are available, provide copies of the class schedule sections in which the courses in question would have appeared.

3) **The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes**
Cite the State regulation or District-approved process the prerequisite has violated. Indicate the chapter and section of the law, if known. If available, attach a copy of the regulation or District-approved process to the Challenge Form.

4) **The student believes the prerequisite is discriminatory or being applied in a discriminatory manner and has <u>documentation</u> for such a claim.**
Explain how the prerequisite, or corequisite is discriminatory. Does it discriminate against a person on the basis of age, ethnicity, religion, gender or sexual preference? What is it, specifically, about the enrollment limitation that results in discrimination against a person from one or more of these groups?

Citrus College

PREREQUISITE/COREQUISITE CHALLENGE FORM

Student's Name: _____ Student ID#: _____

Phone: (____) _____ Email Address _____

Semester you will take the course: _____

Course Name and Number you wish to challenge:	Course name and number you wish to enter; CRN if known

Please carefully read items 1-4 on the reverse side. State clearly your reason(s) for this challenge and attach supporting documents. If you need more space, add additional pages.

_____
_____
_____
_____

By signing below I acknowledge the above terms and conditions for requesting a prerequisite challenge. I fully understand the challenge is subject to denial and it is my responsibility to provide adequate reasoning to support my prerequisite challenge. I also understand that I am being granted provisional credit so I can register into the course I wish, but that credit will be removed and I will be dropped if I am denied.

Student Signature: _____ **Date**: _____

Please return to Admissions and Records - Clerk Initials: _____ Date Received:_____

Decisions: Decisions on challenges of prerequisite/corequisite course listings will be made by a number of people including an instructional faculty member knowledgeable about the discipline, a dean, and an administrator. Whenever possible the decision will be made with a faculty member not assigned to teach the course section for which the challenge is being made.

1. Faculty Name:_____**Signature:**_____

☐ Approved ☐ Not Approved   Date: _____

Comments: _____

_____

2. Dean Name: _____ **Signature:** _____

☐ Approved   ☐ Not Approved   Date: _____

Comments: _____

_____

3. Instructional or Student Services Administrator:_____**Date:**_____

Office Use Only
Date Received:_____ **Course Dropped (Denied Only) :**_____

Citrus College

Contract for Award of Incomplete Grade

Admissions and Records • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

_____ _____

I.D. Number   Last Name   First   Middle

_____ _____ _____

Semester/Year   CRN Number   Course Number and Title   Units

Because of the justifiable reasons stated in your request, you have been assigned an Incomplete ("I") grade. As we discussed, the conditions for removal of this grade are as follows:

Instructor: State specific conditions for removal of "I".

_____

_____

_____

_____

_____

_____

If the work is not completed within one year, the Incomplete grade will convert to an: r D   or   r F

_____   _____

Date   Student's Signature

_____   _____

Date   Instructor's Signature

* * ALL COPIES TO BE SUBMITTED TO ADMISSIONS AND RECORDS OFFICE FOR DISTRIBUTION * *

OFFICE USE ONLY

Deadline for Completion: _____

Work Completed: r No   r Yes (If completed, is Grade Change Petition on file?)

Change Grade To: r A   r B   r C   r D or r F

Permanent Record Corrected By _____ Date _____

INCOMPLETE CONTRACT

Citrus College — Pass/No Pass Petition

Admissions and Records Office • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 • (626) 914-8511 • www.citruscollege.edu

Name _____ Student ID _____

CRN _____ Course Title and Number _____ Instructors Name _____

Fall ☐   Winter ☐   Spring ☐   Summer ☐   20 _____

I am registered in the above course and request to be graded on the Pass/No Pass grading basis. I understand that I must abide by this grading option and that I have until the business day before census to withdraw this petition. I also understand that if I file this petition on or after census day but before the deadline listed below I do not have the ability to withdraw this petition. I also understand that:

1. The maximum number of Pass/No Pass units allowed under the Pass/No Pass grading option is 12 units with no more than one such course option during any one semester or session;

2. The course must be on the approved list of courses available for Pass/No Pass grading;

3. Credit grades are defined as any grade of "C" or better;

4. The Pass/No Pass petition must be filed in the Admissions and Records Office by the fourth Friday of a full semester or within 30 percent of a term; and

5. Courses exclusively offered on a Pass/No Pass basis are excluded from the 12-unit limit description.

_____   _____
Student Signature   Date

_____

Admissions and Records Use Only:

Received by _____   Date _____

Processed by _____   Date _____

a&r092214