

## GRADE CHANGE and IN LIEU GUIDELINES

### Part One: GRADE CHANGES

#### 1) Grade Change Policy and General Guidelines

The LACCD *Attendance Accounting Manual and Grade Reporting Manual*

([http://albacore.laccd.edu/attendance\\_accounting/](http://albacore.laccd.edu/attendance_accounting/)) provides information and instruction about district attendance accounting and grade reporting and procedures in accordance with the California Education Code section 76232, District Board Rule 6705, and Title 5 § 55025.

- **Education Code section 76232** - (a) Any student may file a written request with the chief administrative officer of a community college district to correct or remove information recorded in his or her student records which the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.
- **Title 5 § 55025 – Grade Changes** - 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 this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, faith, or incompetency.
- **LACCD Board Rule 6705 - GRADES AND GRADE CHANGES**. The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

*In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the college president.*

*No grade may be challenged by a student more than one year from the end of the term in which the course was taken; provided, that if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.*

- **Summary of Primary Guidelines:**
  - "The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "
  - All grade changes must be limited to the above reasons.
  - In addition, Board Rule 6702 states: "no grade may be challenged by a student more than one year from the end of the term in which the course was taken."

#### 3) Required Documentation for Grade Changes

**Grade Change Request Form:** The *Grade Change Request* form must be completely and accurately filled out. Missing information and lack of signature will result in the submission being returned to you. If your chair has established the policy that he or she must initial all submissions, initials must be on the form.

**Additional Required Documentation:** All grade changes submitted to Admissions and Records or to Academic Affairs directly require specific documentation. If the documentation is not attached to the grade change form, it will be returned to you for this documentation:

- Copy of grade book for entire class
- Copy of attendance records when available
- Copy of syllabus with grade policy indicated

#### 4) Guidelines for Incompletes

- **General Guideline:** Incomplete academic work for unforeseeable emergency and justifiable reasons, at the end of the term may result in an “I” grade being entered in the student’s record. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned *in lieu* of its removal.
- **Guideline Details:**
  - An incomplete may not be given when the student has completed less than 75% of the required work for the class. For example, an incomplete might be appropriate if a student requests additional time to complete a final paper or assignment that is no more than 25% of the final grade. An incomplete is not appropriate if student requests at the end of a semester to make up assignments missed throughout the semester that represent more than 25% of the final grade.
  - Under the circumstances above, the student should have requested consideration of an incomplete for a final assignment before the end of the semester. Should a student miss a final exam, paper or other assignment, the student should have notified you on or before the day the final exam was given or other assignments due. If no such notification occurred, do not issue an incomplete automatically without contacting the student and formulating an agreement regarding make-up of the final if that is what you wish to extend. If you are unable to contact the student, assign the **earned grade**, not an incomplete based on conjecture that the student will pursue making up the final assignment or exam, or utilize the “delayed grade” option until you are satisfied that necessary communication was attempted.
  - If a student has missed significant work or has had significant absences and reports serious illness or other extenuating emergency, the student must work through the faculty member and the appropriate Vice President.
  - All incompletes submitted to Admissions and Records must include the *Incomplete Grade Report*. Please keep a copy of this form for submission with a later grade change request. The form asks that you “give specific instructions for removal of the incomplete grade.” It is important that you detail the assignments due. In addition, the form asks “Indicate the grade to be assigned if the incomplete is not made up within one year.” Per local policy, established by Academic Senate, students have one year from the end of the semester the incomplete was earned to make up agreed upon work. After one year, the grade should turn into an “F,” or, if you have agreed to give the student the actual grade earned, indicate that grade.
  - As of Fall 2010, an additional departmental form is required, and will be approved by your Departmental Chair and kept on file in departmental records.

#### 5) Required Documentation for Assignment and Completion of Incompletes

- ***Incomplete Grade Report*** Form: Obtained from Admissions.
- ***Verification of Requirements Regarding Fulfillment of Incomplete Grade*** (available from Department Chair or Academic Affairs)

- A copy of this form is attached. It should be filled out in detail, and requires the signature of your chair.
- A copy of this form should be given to the student, maintained for your records, and kept on file in the department records.

## 6) Assignment of W Grades After Assignment of Final Grade

- Per Title V, Section 55024, a “W” may not be assigned after the deadline for withdrawals has passed. That deadline is announced by Admissions and Records, and generally falls during the 14<sup>th</sup> week of instruction.
- Instructors may not assign a “W” after that date, nor can a final grade submitted be changed to a “W” by the instructor. Inform the student that he or she must file a petition requesting approval of late withdrawal with the office of the Vice President of Student Services.

## PART TWO: *IN LIEU* REQUESTS

### 1) Faculty Contract Guidelines on Records Keeping

Per the faculty contract, Appendix Q, faculty are required to “keep accurate records (for example, grades, attendance, class exclusions, Student Education Plans and counseling records) and submit records in a timely manner”. In addition Article 13.D.8.f states that “All faculty shall maintain accurate records of grades, attendance, and class exclusions in accordance with District policy, rules, regulations and procedures.”

**Therefore, submitting *IN LIEU Grade Card* requests should be only under very rare circumstances since faculty are responsible for ongoing maintenance of attendance rosters and management of exclusions.** With online rosters available, faculty should regularly check rosters to ensure that accidental exclusions have not taken place though a student is attending, nor should faculty accept students reports that they have registered for a class when the roster reports otherwise.

- Check rosters regularly and compare to student population attending and work being submitted by them.
- Rectify your own exclusion mistake immediately rather than waiting until the end of the semester.
- If a student initiates dropping the class, regularly checking the records will indicate this. If the student continues to attend your class though the student has dropped the class or otherwise excluded him or herself, do not allow the student to continue in the class until he or she can provide documentation of reinstatement.
- After the last date to add a class, do not allow any student to remain in class who is not registered for the class. Request that the student return with documentation from Admissions and Records that the student has formally registered for the class.
- Include in your syllabus the basis on which students are excluded and the procedure students must follow to demonstrate their formal registration in the class.

### 2) Required Documentation for *In Lieu* Submissions

***In Lieu Grade Card Form*:** The *In Lieu Grade Card* form must be completely and accurately filled out. Missing information and lack of signature will result in the submission being returned to you. If your chair has established the policy that he or she must initial all submissions, initials must be on the form.

#### **Additional Required Documentation:**

- Final grade roster for entire class
- Grade book records

- Attendance records as available
- Additional documentation that student has attended class as available
- Copy of syllabus for the class.

## Verification of Requirements Regarding Fulfillment of Incomplete Grade

Student Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Dept. Chair Name: \_\_\_\_\_

Semester \_\_\_\_\_ Course Name and Number \_\_\_\_\_ Course Section: \_\_\_\_\_

**The student above has received a grade of incomplete for the course listed above. The signature of the faculty member indicated verifies the following:**

- ***The student has completed at least 75% of this class.***
- The reason for issuing a grade of “Incomplete” is checked below. Please check all that apply.
  - 1. Personal emergency
  - 2. Family Crisis
  - 3. Serious Illness
  - 4. Other (please be specific) \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**The conditions for removal of the “Incomplete” grade are listed below:**

- The instructor recommends that this work is completed by (date): \_\_\_\_\_.
- Campus policy stipulates that all work must be completed at the end of one year, or no later than the last day of the term one year following the term in which the grade of “Incomplete was issues.” For this request, the incomplete work must be completed by the last day of \_\_\_\_\_ (Fall, Spring, Summer) Semester, Year: \_\_\_\_\_.
- The ***Incomplete Grade Report*** form is submitted to Admissions and Records indicating the basis on which the incomplete will be fulfilled and the grading guidelines above.
- The instructor indicates on the ***Incomplete Grade Report*** submitted to Admissions and Records that if no work is completed within these guidelines, the grade will change to: \_\_\_\_\_
- The student must complete the following assignments (***please attach syllabus and assignment sheets describing these assignments in detail***):
  - Final Exam, which is worth \_\_\_\_\_% of student’s final grade
  - Quiz or other exam, which is worth \_\_\_\_\_% of student’s final grade.
  - Writing Assignment, which is worth \_\_\_\_\_% of student’s final grade.
  - Other Assignment or Project, described as follows, which is worth \_\_\_\_\_% of student’s final grade.
    - Assignment Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - When assignments above are completed (with exception of final exam taken by arrangement with the faculty member), assignments should be submitted via: \_\_\_\_\_ email; \_\_\_\_\_ hard copy delivered to \_\_\_\_\_ (specific location or person and location) \_\_\_\_\_
  - Additional information provided by the instructor to facilitate completion of missing work and communication regarding fulfillment of this work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Guidelines:**

- Student may not re-enroll in the course to make up the grade of “Incomplete”
- The “Incomplete” grade shall not be considered in calculating units attempted nor for grade points.
- If there are extenuating circumstances that make it impossible to complete missing work, the student must file a petition with the Vice President of Student Services for an extension or for other action.

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Date: \_\_\_\_\_ Student’s Signature

Student email: \_\_\_\_\_

Student phone: \_\_\_\_\_

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Date: \_\_\_\_\_ Instructor’s Signature

Instructor email: \_\_\_\_\_

Instructor phone: \_\_\_\_\_

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Date: \_\_\_\_\_ Department Chair Signature

The faculty should keep one copy of this form on file, and required copies of this form must be submitted to:

Departmental Chair  
Student  
Academic Affairs