

Step 1: Enter Grades into WebAdvisor

- Go to WebAdvisor/**Step 1: Grading**
- Grade required for every student who has not previously been dropped; do not leave any blank grade fields
- Valid grades: A, B, C, D, F, I
- No plus/minus grades
- Do not enter "W" -- it is not a grade
- Enter last date of attendance for all F grades **
- For any incomplete grades (I), also enter **expiration date (MMDDYY) ****
- For **Pass/No Pass grades**, system will convert final grade of A, B, C, D, F to appropriate Pass/No Pass grade
- Repeat for each class section

Step 2: Electronically Submit all Grading Documents

- Submit in 1 of 3 ways: WebAdvisor/**Step 2: Upload Electronic Copy** or Email as an attachment to: ccc.records@sccd.net or Scan and email via an on-campus copy machine **
- Allowable formats: Excel, PDF, Canvas (attendance only for Canvas); Micrograde records are no longer accepted
- Grade Roster required
- Attendance roster required
- Grading Scale required on grade roster
- Minimum 4 grades documented
- Each class section needs documentation submitted separately and a unique filename
- Repeat for each class section

Notes:

1. Bullet points ending with an ** indicates more information on backside
2. Deans of Instruction will follow up on with you for all missing grades beginning after due date
3. Late grades affect posting of degrees, student transcripts, financial aid processing
4. Reference: Faculty Handbook/Grading begins on Page 39

Quick Reference (for more information refer to Faculty Handbook/Grading begins on page 39)

Enter last date of attendance for all F grades even if student attended through end of the semester; this information is required for financial aid reporting; saves colleges \$\$\$ that would otherwise need to be paid back to the Federal Government

Incomplete Grades **Reference: Faculty Handbook Page 45**

An Incomplete (I) may be assigned as a grade only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course work at the time the Incomplete grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an Incomplete (I) grade, the instructor will specify, on the appropriate grade report form (aka INSTRUCTIONS FOR NOTICE OF INCOMPLETE FORM), a list of conditions necessary for the removal of the Incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete grade (I) must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier date may be specified by the instructor. **Reference: Instructions for Notice of Incomplete Form**

Submit documents electronically in 1 of 3 ways **Reference: Faculty Handbook Page 43**

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Final Exam Schedule: **Reference: Faculty Handbook Page 38**

Finals must be given during the regularly scheduled finals week, the last week of the semester for full-semester classes. You **must** hold class during finals week. All full-term classes will meet **only once** during finals week. Saturday class finals are scheduled for the Saturday prior to finals week. Please refer to the finals schedule. **If you wish to change the day or time of your final, every student in the class must be in agreement, and it must be approved by the dean in advance.** You must also notify your students **in writing**.

Changing Grades **Reference: Faculty Handbook Page 39**

The instructor's grades, when submitted to the Admissions and Records Office, are **permanent** and may not be changed for any reason except error in computation or recording. A Request for Grade Change form is completed to change a grade. If there is a discrepancy between a grade received and the grade a student thinks he should have received, the student should discuss it with the instructor. If the situation is not resolved, the student can file a Grade Review Petition.