Submit your Class Roster

Please remember to submit your signed and dated class roster at the end of the term after you have submitted your grades online.

Why? There are several reasons:

1. Your grade roster supports your grading decisions in case a student challenges your grades.
2. The State of California will be auditing some grade rosters for state requirements this year.

You may submit your grade roster in hard copy or through email at the end of the term.

Felicia Jefferson in Admissions & Records will be able to accept your electronic files at fjefferson@lbcc.edu

TERM # 1495
SPRING 2013

To Be Arranged (TBA) Reporting Requirements

If you are teaching a To Be Arranged class please be aware to ensure compliance with To Be Arranged (TBA) Attendance guidelines set forth in Legal Advisory 08-02 issued on October 1, 2008 by Steven Bruckman, Executive Vice Chancellor and General Counsel for the California Community Colleges System’s Office. The advisory states, ‘District procedures and guidelines related to attendance accounting and support records must be established and incorporated into its official attendance accounting procedures’. Per Title 5 code 59026, attendance records are a Class 3 – Disposable record and should be destroyed during the third college year after the college year in which it originated.

There are four different methodologies for keeping attendance records for TBA classes at Long Beach City College.

• Classes that utilize an electronic record keeping system, Red Canyon in Physical Education and TutorTrac in all other areas.
• Classes for which written paper records are kept at the college, including excel spreadsheets.
• Clinical classes where attendance records are maintained off site with site supervisors at where students are completing clinical work.

• Public safety classes (Fire Science / Administration of Justice) where attendance records are maintained off site with agencies that work with state licensing bodies.

In some cases, a TBA class may utilize two different methodologies. For example, for some clinical classes, the lecture portion of the class may utilize written record keeping by the Long Beach City College instructor and may utilize clinical class records for the clinical (TBA) portion of the class which takes place in the medical facility. For classes utilizing electronic record keeping, the District has determined that TutorTrac will be the primary system of electronic record keeping. A standard report has been developed in TutorTrac, which will record the days, times and number of hours completed by each student, in

Check your Rosters Daily!

Check you rosters for student drops, withdraws, change in grading basis, adds, etcetera.

If a student drops please DO NOT allow them to continue to attend your class.

Continued on page 3
IMPORTANT DATES TO REMEMBER (for classes other than 16 weeks please consult your online grading deadlines)

<table>
<thead>
<tr>
<th>16 Week Session Only Begins</th>
<th>Student drop deadline to receive a refund of enrollment fees</th>
<th>Last day to drop without record &amp; Census Reporting Deadline to clear roster of “in-active” students</th>
<th>Last day for students to use a permission number</th>
<th>Last day for students to change their grading basis (pass – no pass)</th>
<th>Last day for students to drop and receive a “W” mark</th>
<th>All grading is to be completed and the Report Delayed process will be run the following day</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 5</td>
<td>Feb. 18</td>
<td>February 18</td>
<td>Feb. 18</td>
<td>March 4</td>
<td>April 29</td>
<td>June 13</td>
</tr>
</tbody>
</table>

PASS/NO PASS OPTION
Students who wish to receive a grade on a pass/no pass basis must be designated by the student by the 30% point of the course.
The student can do this online or be sent to the Admissions Office to fill out the necessary form. You may review the change on the online grading roster as the grading basis will be changed to P/NP for credit courses. You will want to record this information in your Instructor Class Record or rollbook. **Note that once such a grade is elected by the student and is awarded, it cannot be reversed at a later time.**

New Repeat Rules
The new repeat rules by the Board of Governors allow for three (3) total enrollments. Enrollments are defined as A, B, C, D, F, P, NP, W, I, IP, RD, etcetera.

The substandard grade rule applies when the student has not used up their enrollment limits. For example:

Class A first enrollment = F
Class A second enrollment = F (the first grade is disregarded)
Class A third enrollment = C (second grade is disregarded)

**Lapse of Time:** a student may repeat a course for content review 36 months after the first completion with a grade of “C” or higher. The second enrollment will count and the first enrollment will be disregarded. For example:

Class B first enrollment = B
36 months have passed
Class B second enrollment = C (the first grade is disregarded)

**Other scenarios**
Student will not be able to retake a substandard grade

Class C first enrollment = W
Class C second enrollment = W
Class C third enrollment = F (student will have to go to another college to complete the class and Long Beach City College does not accept outside grades for substandard repeats at this time)

All class enrollments count toward the maximum three from 1927 to the present.
WITHDRAWAL POLICY
If a student withdraws, or you drop the student for excessive absences, or the student stops attending by the drop deadline, you must record on your rollbook the day the student dropped or record the student’s last day of attendance. In any case, the student can withdraw or be withdrawn by you and get a “W” up to the 75% point of the course. If a determination is not made by the 75% point of the course, the student must receive a letter grade. The last day by which a student can withdraw or be withdrawn from the course is noted on your online grading screen (see below).

INCOMPLETE GRADE
If a student has done the major portion of the workload and is unable to complete a portion of the work due to unavoidable circumstance beyond the student’s control, at his/her request, you may give him/her an incomplete grade. You must complete the appropriate forms in the Admissions & Records Office (on either campus) and input an “I” online. Submit the incomplete form(s) along with your grade roster at the end of the course or term. You must assign the student the grade based on the total requirements of the course, example “I/D”.

Students may not enroll in the same class that an incomplete was issued. Student must complete the incomplete first before any further enrollment is allowed.

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If a student drops please DO NOT allow them to continue to attend your class.

REINSTATEMENT AFTER DROPPING
Reinstatement is the act of re-adding a student to your class when they have been “accidentally” dropped. Students can only be reinstated into your class when YOU the faculty member have dropped them. They cannot be added back into the class when they have dropped themselves. Why? Because if the student drops themselves they will get a refund and will not inform you unless they feel they are doing well in the class.