SAN DIEGO COMMUNITY COLLEGE DISTRICT

2022-2023 FACULTY RESOURCE HANDBOOK

FACULTY RESOURCE FOR ATTENDANCE ACCOUNTING AND GRADE REPORTING ACADEMIC YEAR 2022-2023

SAN DIEGO CITY COLLEGE   SAN DIEGO MESA COLLEGE   SAN DIEGO MIRAMAR COLLEGE

TABLE OF CONTENTS

<u>PREFACE</u>

The Faculty Resource for Attendance Accounting and Grade Reporting 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 veterans 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 academic activity" for these students. Therefore, faculty members are required to enter the last date of "known academic activity" for students identified as FED on the roster when an 'F' grade is assigned. The last date of "known academic activity" is defined as the last physical presence in the class or no longer participating in an online 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.**

San Diego Community College District

IMPORTANT INFORMATION FOR SYLLABI

 Please include the following information in your syllabi:

Attendance/Absences

- *It is the student's responsibility to drop all classes in which they are no longer participating (**for online classes**).*

- *It is the student's responsibility to drop all classes in which they are no longer attending (**for on campus classes**).*

- *It is the instructor's discretion to withdraw a student after the add/drop deadline 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. (A, B, C, D, F, P, NP)*

  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:

- *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.)*

Remember that attendance cannot be one of the standards for class grades, however participation can include the corresponding class points for participation.

Advisory for Faculty

When establishing expectations for participation/attendance it is strongly recommended that the "reasonableness" test be applied. In other words, if the classroom expectations for participation were challenged in a court by a student, how would a jury of peers respond? It is also important that expectations are applied consistently and fairly for all students.

Examples of questionable practices:
- Marking a student absent for being less than 5 minutes late (any number of unforeseen circumstances could have happened)
- If the class total for participation points is 5 points, then marking off 2 points for being late in one class is not reasonable. The standard must be spread out over the total number of class meetings in a reasonable manner.
- Marking a student absent for leaving class to take a call on their cell phone (we don't know the nature of the call)
- Marking a student absent for not bringing a textbook to class If you have any questions regarding establishing class participation expectations please consult your dean.

Courses Requiring Strenuous Physical Activity

This course requires students to participate in strenuous activities including heavy lifting and climbing. If you have a medical condition that may limit your participation in strenuous activity, please bring it to the attention of the instructor immediately to discuss possible accommodations.

Cheating/Plagiarism

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures.

Honest Academic Conduct

- *Students are expected to adhere to the Honest Academic Conduct policy at all times. Students who violate the Honest Academic Conduct policy may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.*
  - **For online classes:** *Student access to class is removed for one week (5 instructional days).*
- *Acceptance of make-up work during the removal.*
  - *[Specify whether you will or will not accept make up work, since it is at the discretion of the instructor].*
- *Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.*
- *The Honest Academic Conduct policy can be found in Board of Trustees Policy, BP 5500, Student Rights, Responsibilities, Campus Safety and Administrative Due Process posted on the District website at:* https://www.sdccd.edu/docs/District/procedures/Student%20Services/AP%203100_03.pdf

Accommodating Students with Disabilities

- For an online or hybrid course, consider this statement in your syllabus: *"I have made every effort to make this course accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email and also contact the college's Disability Support Programs and Services (DSPS) Office."*
- For a face-to-face course, include these statements in your syllabus:
  - *Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.*
  - *The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office, through the interactive process with the student, to determine which accommodations are appropriate, not the instructor. This includes accommodations in a clinical setting.*
  - *Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to ensure the health and safety of all students.*
- Instructors may contact DSPS for any questions that may occur with authorized accommodations in their classroom.
- In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, an "EW" (Excused Withdrawal) shall be assigned and the district will ensure that the "EW" is not considered in progress probation and dismissal calculations.

For more information, you may contact the DSPS Office on your campus or the website at https://www.sdccd.edu/about/departments-and-offices/student-services-department/dsps/index.aspx or refer to Administrative Procedure, AP 3105.1 Academic Accommodations and Disability Discrimination for Students with Disabilities.

Lactation

In accordance with state law, students currently lactating are permitted, without academic penalty, to access campus lactation rooms when needed to express milk or breastfeed a child. An authorized accommodation to do so may be obtained by contacting the DSPS office. If a student expects that they may need such an accommodation, they should speak with relevant faculty members as soon as is possible to minimize disruption to their course.

Accessible Educational Materials

The district has a standard for access to electronic materials used in the classroom to comply with federal law. This includes accessible websites and any other electronic materials that students need to use to access services or a course.

- Audio or Video formatted information, such as DVD's, must have captioning.
- Online software associated with a classroom book must meet the federal standards that allow information to be used with a screen reader for persons needing that accommodation. This might include persons that may be visually impaired or have learning disabilities.
- Additional information is available in AP 3108.1

I. ATTENDANCE ACCOUNTING

A. OFFICIAL GRADE AND ATTENDANCE ROSTERS (Class Roster and the Attendance Roster)

Rosters are legal documents that are frequently subpoenaed by the court.

- The Official Grade and Attendance Rosters are the permanent record of attendance for all students registered in college classes.
- The Official Class Rosters (opening day roster) are available online the first day of registration.
- The roster lists the names and ID numbers of students who have officially registered and met the prerequisites for the class.
- Faculty may also view and print an official roster anytime online on the Faculty portal at myportal.sdccd.edu.
- **The *Official Grade and Attendance Rosters* must be cleared of inactive students <u>as of the census date</u>.**
- Faculty must record student <u>absences</u> online up to the census date on the attendance roster.
- Faculty must record individual student hours on the attendance roster for each class meeting. Note: hours must be entered prior to submitting grades.
- Negligence or carelessness in completing the rosters, such as not dropping students by the census date, or submitting the census roster, 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.

B. ABSENCE AND ATTENDANCE

The Attendance tab is available online beginning the first day of the class.

- In accordance with Title 5 regulations, faculty are required to mark absences for students in census based classes on the Attendance Roster, up to the census date to determine inactive enrollment.
- Faculty teaching positive attendance classes will enter student attendance hours on the Attendance Roster through the end of the session.
- Rosters must be cleared of inactive enrollment (no show or no longer attending/participating) as of the census date for census and positive attendance courses.
- Faculty may excuse absences when the absence results from illness, accident, religious observance, holidays, or other circumstances beyond the student's control, or participation in authorized professional or college activities.
- If the student's final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus. See suggested syllabus language beginning on page 1 of this handbook.

C. 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.

Permission Number (formerly Add Code) - Students Attempting to Add a Class after Opening Day
- o After the start date of the class, students must have a permission number issued by the instructor, to add classes. Students will be emailing instructors of ONLINE classes to obtain a permission number. The class search has a link to the instructors email address on file in Campus Solutions (mySDCCD.)
- o Permission numbers must be processed and paid for by the Add Deadline date indicated under Deadlines on the portal.
- o Faculty may access the online Permission Number List on the Faculty Portal as of Opening Day via myportal.sdccd.edu.
- o The Permission Number List contains a set of uniquely assigned Permission Numbers for the class (ClassNbr).
- o When a Permission Number is used by the student, the name and the ID number of the student will display next to the Permission Number issued.
- o Note that Permission Numbers must be processed and paid for by the Add/Drop deadline or students will be dropped for nonpayment. Due to state regulations, adding classes after the deadline will not be permitted. Faculty should monitor their online rosters carefully. Courses that are restricted may only be added using a Permission Number (example: Nursing).
- o Permission Numbers for restricted classes are available well in advance of the session. Contact the dean's office for additional information.

Permission Numbers will not override prerequisites. Permission Numbers will override class capacity.

- • **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 automatically enrolled and notified via e-mail.
  - o Due to high demand, instructors are urged to use the wait list as priority for issuing Permission Numbers.
  - 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.
  - o Students who received a hold or added another class with a time-conflict since adding themselves to the wait list are notified they cannot be added to the class from the wait list. The student is given 3 days to clear the hold or resolve the time conflict, and if these issues remain on the 4th day the student will be dropped from the wait list.

- • **Student E-Mail Information**
  Faculty can access registered students' e-mail addresses as students enroll via the online official class roster on the Faculty Portal at myportal.sdccd.edu. **This information is confidential** and should only be used for educational purposes during the semester of enrollment. Faculty should not keep prior student contact information.

- • **Petition to Challenge Prerequisite, Corequisite**
  Students may challenge a prerequisite, corequisite, and/or limitation on enrollment for any course in accordance with Administrative Procedure 5260. 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.

- **Change of Course Level within a Discipline**
  Faculty who believe that a student has been inappropriately placed in a course may file a Change of Course Level within a Discipline on behalf of the student. Forms are available on the Faculty Portal under the Forms 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 and submitted to the Admissions Office by census date. This contract shall specify the following:
  o   Course Assignment(s)
  o   Grading Criteria
  o   Brief statement of course goals, objectives, and completion date.

D. REPORTING STUDENT DROPS

- 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 Administrative Procedure 3110.1 for definition of active enrollment. Faculty must submit drops no later than noon on the class census date. To find the census date, click on the calendar icon at myportal.sdccd.edu.
- All student drops MUST be processed by faculty online via the Faculty Portal at myportal.sdccd.edu .
- **FED** = A student receiving federal aid or veterans benefits
  o   Faculty area required to report the last date of known academic activity when assigning an "F" grade to students receiving federal benefits.
  o   **To satisfy veteran's reporting requirements, faculty must report drops/withdrawals within 22 calendar days from Veteran's last date of known academic activity.**
- The drop sheet is available online as of the first day of the semester/session. For more information, go to myportal.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.

- **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 Class Roster at myportal.sdccd.edu up to the withdrawal deadline.

  A student may petition to be reinstated in a class by completing the *Petition for Schedule Adjustment* form provided he/ she was officially enrolled and attending prior to add deadline. Schedule adjustments are not permitted after the withdrawal deadline.

  The *Petition for Schedule Adjustment* form is available at the college Admissions and Records Office. The instructor should emphasize that it is the student's responsibility to return the petition to the Admissions Office by the deadline; otherwise, the student will not be officially registered or allowed to remain in the class.

E. STUDENT FOLLOW-UP

A "Follow-Up" tab is available on the Faculty Portal to report students who are having academic difficulty. Faculty will also select a "reason" for the follow-up to alert the counseling faculty how to best serve/help the student. When this button is marked, an e-mail is sent to the student advising of available counseling or tutoring services. This requirement is based on Student Success and Support Program regulations (Title 5 Section 55525), 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.

II. **STUDENT GRADE REPORTING**

A. **GRADE SUBMISSION DEADLINE**
- *Summer, Spring & Intersession*
  If the semester/session end date is on a Friday or Saturday—the grade submission deadline is the following Friday.* If the semester/ session ends any other day of the week — the grade submission 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 submission deadline will be 7 calendar days following the end of the session, provided the 7th calendar day is before winter break; if not, grades for that session will also be due 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**
- About one week prior to the class end date, faculty may access the online grade sheet at mySDCCD under the Grades tab. The Grade Sheet lists all students 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:
  - *Independent Study Contracts* (turn in as completed or at the census date)
- Courses numbered 44 that are using automated attendance tracking are not required to submit grades or rosters. Attendance hours and pass/no pass grades are automatically recorded for these courses.

C. **ASSIGNMENT OF INCOMPLETE ("I")**
- In accordance with Title 5, Section 55023(e), an "I" symbol (Incomplete) may be assigned for incomplete academic work due to unforeseeable emergency and justifiable reasons at the end of the semester/session.
- An *Assignment of Incomplete* ("I") form must be completed by the instructor for each student that is assigned an "I". The instructor then sends it to the Dean to retain along with the work to be completed (in a sealed envelope) and class syllabus. The Dean sends the original to the Admissions & Records Office for processing.
- The form is available in the College Admissions and Records Office, as well as on the Faculty Portal at myportal.sdccd.edu under the Forms 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. 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 in the Admissions and Records Office, as well as on the Faculty Portal at myportal.sdccd.edu under the Forms 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. Faculty should retain student coursework for a <u>minimum </u>of two years since students can challenge final grades.

A 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.

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 the Faculty Portal via myportal.sdccd.edu under the Information tab 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 (even those scheduled more than 16 weeks). 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 for each class at myportal.sdccd.edu. All students must be officially enrolled or dropped for lack of attendance by 12 noon on the census date for census and positive attendance classes.

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 Permission Numbers and/or drop classes by this date. This date varies depending on how a class is scheduled. To find the add/drop date for your class click on the calendar icon for each class at myportal.sdccd.edu.

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 is scheduled. To find the withdrawal deadline for your class, click on the calendar icon for each class at myportal.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. **Are Time Schedule Conflicts Allowed?**

A. Students may not register for classes with times that overlap (includes 10 minute passing period).

Q. **Am I Required to Take Attendance?**

A. Yes, faculty must take attendance at each class meeting up to the census date. All absences must be marked on the Attendance tab. It is recommended that faculty continue to maintain attendance records after the census for those students indicated as FED because the last date of known academic activity is required when the student is dropped or if the student is assigned an 'F' grade.
    *   Faculty teaching positive attendance courses must enter the student attendance hours for each class meeting on the Attendance tab.
    *   **FED** = A student receiving federal aid or veterans benefits
        o Faculty area required to report the last date of known academic activity when assigning an "F" grade to students receiving federal benefits.
        o **To satisfy veteran's reporting requirements, faculty must report drops/withdrawals within 22 calendar days from Veteran's last date of known academic activity.**

Q. **How Do I Know Who is Enrolled?**

A. Faculty may download an up-to-date roster at any time at myportal.sdccd.edu. The Class Roster tab 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 available on the Faculty Portal via myportal.sdccd.edu. In addition, the *Assignment of Incomplete* form must be submitted to your Dean.

IV. **RESOURCES AVAILABLE TO FACULTY**
    Faculty Portal (mySDCCD) - myportal.sdccd.edu
    Faculty Portal is a dashboard for faculty to have direct access to information and class management resources. Various functions and resource links are available to faculty, including to view rosters, drop students, post grades, important deadline dates, forms, etc.

    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 myportal.sdccd.edu (Faculty side, not HCM), the Instructional Improvement (Flex) website, or in the dean's office. Faculty may use any e-mail address and should check the preferred flag for the one to use.
        Note that the preferred faculty email address in Campus Solutions is used by the system in all student communications.

SAN DIEGO COMMUNITY COLLEGE DISTRICT

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The San Diego Community College District includes San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego College of Continuing Education. The SDCCD is governed by its Board of Trustees. No oral or written agreement is binding on the San Diego Community College District without the express approval of the Board of Trustees.

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