GRADING AND
ENROLLMENT
INFORMATION

Prepared by the
Admissions and Records Office
(April 1, 2015)
# Grading and Enrollment Information

## Table of Contents

### GENERAL GRADING INFORMATION
- What does Title 5 Say About Grade Changes? 3
- Meaning of Grade Symbols 4
- Use of C- Grade 5
- Final Grades 6
  - Incomplete Contracts 7
  - In Progress Contracts 11
  - Pass/No Pass Grading 15
  - Report Delayed (RD) 19
  - Supplemental Grade Forms 20

### GRADE CHANGE INFORMATION
- Persons Responsible for Changing Grades 23
- Two-Year Grade Change Policy 24
- Grade Change Administrative Procedure 25

### RELATED TOPICS
- Census Information: Questions & Answers 29
- Add Code FAQ’s 32
- Drops and Withdrawals 33
- Auditing Classes 34
- Reinstatements 37
GENERAL
GRADING
INFORMATION
Dear Faculty Members:

The Admissions and Records Office has put together this handbook in an effort to assist you with questions regarding Grading and Enrollment. We hope you will find this information helpful. If you have any suggestions for improvement, please do not hesitate to let us know.

**What Does Title 5 Say About Grade Changes?**

Title 5, Section 55025.

(a) 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, bad faith, or incompetence.

(b) 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.

(c) Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.

(d) Procedures shall also include expunging the incorrect grade from the record.

Students who contact the Admissions and Records Office regarding a grade change will be referred to the department coordinator or Student Petition Committee, as appropriate.
Meaning of Grade Symbols

Title 5, Section 55023. Grades are based upon the quality of the student's work in credit classes 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 Chaffey College are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing (earned grade; student completed the class)</td>
</tr>
<tr>
<td>FW</td>
<td>0</td>
<td>Student has both ceased participating in the course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and the student has not received district authorization to withdraw from the course under extenuating circumstances.</td>
</tr>
<tr>
<td>*P</td>
<td>N/A</td>
<td>Passing; at least satisfactory. P grades are not used in calculating GPA. (Only assigned for course with P/NP designation and credit by exam)</td>
</tr>
<tr>
<td>*NP</td>
<td>N/A</td>
<td>No Pass; Less than satisfactory or failing. NP grades are not used in calculating GPA. (Only assigned for course with P/NP designation)</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal. Assigned for students who officially withdraw from a class after 30% and before 61% of course has elapsed. “W” grades are not used in calculating GPA, but are used as factors in probation and dismissal procedures, Financial Aid eligibility, and course repetition.</td>
</tr>
</tbody>
</table>
### Meaning of Grade Symbols (Continued)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete academic work due to unforeseeable emergency and justifiable reason at the end of the term. Students <strong>do not</strong> re-enroll in the class but make arrangements with the instructor to complete coursework and receive a final grade. Coursework must be completed within one year or the I grade will default to an alternate grade indicated by the instructor (usually substandard). I grades are not used in calculating GPA or units attempted.</td>
</tr>
<tr>
<td>IP</td>
<td>N/A</td>
<td>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.</td>
</tr>
<tr>
<td>RD</td>
<td>N/A</td>
<td>Report delayed. Grade can only be assigned by the registrar when there is a delay in reporting a student’s grade. It is a temporary symbol, replaced by a permanent symbol as soon as possible and therefore is not used in calculating GPA.</td>
</tr>
<tr>
<td>MW</td>
<td>N/A</td>
<td>Military Withdrawal: Students who receive military orders compelling withdrawal from classes may be permitted to withdraw at any time during a term with no adverse impact on academic records or enrollment status. Upon verification of such orders, the MW symbol shall be assigned, and upon request, enrollment fees will be refunded.</td>
</tr>
</tbody>
</table>

*Chaffey College began using P/NP (Pass/No Pass) symbol as of Fall 2008.*

### Use of C- Grade

Title 5, section 55023(b) states that the use of “plus” and “minus” designations is allowed in combination with letter grades, except that the grade of C minus shall not be used. In order to adhere to Title 5 requirements, Chaffey College ceased using the minus designation on the C grade in 2000.
FINAL GRADES

Full-Term Classes

Faculty members have five (5) business days after the last day of instruction to submit final grades online.

Failure to submit grades on time can have a direct effect on students, including, but not limited to:

- Prerequisite clearance
- Increase units earned for higher registration placement in future terms
- Transfer to four-year institution
- Health insurance coverage
- Scholarships
- Financial Aid benefits
- Veteran benefits
- Removal of academic probation status
- Sports participation
- Licensing examinations
- Degree/Certificate posting

Once the grading deadline has passed, grades must be submitted using the online Grade Change Form on the MyChaffey Faculty page, or in person in the Admissions and Records Office on the Rancho campus. A separate form will be required for each student.
INCOMPLETE CONTRACTS

Upon student request, Incomplete Contracts may be given prior to the end of the semester or prior to finals, for classes that end on or before the last day of instruction. Incomplete grades should not be assigned after the end of the semester. Each time you assign an Incomplete grade, you must complete an Incomplete Contract and submit it to the Admissions and Records Office before the end of the grading cycle.

The catalog states an Incomplete grade may be issued for “incomplete academic work due to unforeseeable emergency and justifiable reason at the end of the term.” Examples of unforeseeable emergencies and justifiable reasons include hospitalization, illness, personal emergency, death in family, accident, etc. Instructors should discuss Incomplete options with the student prior to completing this contract.

Incomplete Contract Requirements:
Incomplete contracts may not be assigned without the student’s consent via signature on the contract form. If an unforeseeable emergency and justifiable reason is presented prior to the end of the semester, the instructor may permit the student to receive an Incomplete.

Coursework identified on the Incomplete Contract must be completed within one year or the "I" grade will default to an alternate grade indicated by the instructor (usually substandard). Please note that the student is not required to re-register for the class. When the work is completed, the instructor must submit a final grade change through the MyChaffey portal or in person in the Admissions and Records Office on the Rancho Campus. The grade change must be submitted within one year as stated on the Incomplete Contract.

Incomplete Contracts are available to instructors through the Faculty portal page at https://my.chaffey.edu and in the Admissions and Records Office on the Rancho campus.

Process:
- Discuss the Incomplete grade with the student prior to the end of the semester and make sure both agree to the terms of the contract;
- Download Incomplete Contract form from the Faculty Forms link on the portal;
- Complete the information for Incomplete grade; state why the student was unable to complete the course and state specific conditions for removal of ‘I’;
- Enter an alternate grade (in most cases a substandard grade) if the work is not completed within one year;
- Obtain student’s signature on the contract (REQUIRED);
- Sign and print instructor’s name on contract and submit original copy to Admissions & Records before the grading cycle is completed:
  a. Fax the completed and signed form to the Admissions and Records Office at (909) 652-6617
  b. E-mail a PDF copy of the completed and signed form to ann.perez@chaffey.edu and kathy.lucero@chaffey.edu
- The Admissions and Records Office will image the original copy in the student’s record and will provide student with a copy of the contract.
INCOMPLETE GRADE CONTRACT

<table>
<thead>
<tr>
<th>STUDENT ID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM/YEAR</th>
<th>SECTION NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTOR:** Complete the following:

Title 5 (55023) states an Incomplete grade may be issued for incomplete academic work due to “unforeseeable emergency and justifiable reasons” at the end of the term. Examples of unforeseeable emergencies and justifiable reasons may be hospitalization, illness, personal emergency, death in family, accident, etc. Instructors should discuss Incomplete options with the student prior to completing this contract and obtain the student’s signature on this form.

**To the Student:** Due to the reasons stated in your request, you have been assigned an Incomplete (I) grade. **Do not register for the class again.** Instead, completion of work must be arranged with the instructor. Conditions for removal of this “I” grade are as follows:

Instructor must state why the student was unable to complete the course

_________________________________________________________________________________________

Instructor must state specific requirements for removal of “I”

_________________________________________________________________________________________

_________________________________________________________________________________________

If the work is not completed within one year, the “I” grade will be changed to a grade of __________________________.

A, B, C, D, F, P or NP

This form must be submitted to the Admissions and Records Office before the end of the grading cycle for the term.

**Instructor Signature** ___________________________ **Print Name** ___________________________ **Date** __________

**Student Signature** ___________________________ **Print Name** ___________________________ **Date** __________

(REQUIRED)

**Note to Instructor:** An Incomplete grade should only be issued for classes that end on or before the last day of instruction for the semester.
IN PROGRESS CONTRACTS (IP's)

In Progress: The ‘IP’ symbol shall be used only in the courses whose end dates extend beyond the normal end of an academic term. This symbol indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) in must await its completion. The “IP” symbol shall remain on the student’s permanent record for the term in which the course is completed.

The Catalog states, “‘IP’ grades are most commonly issued for open-entry/open-exit courses, courses which are skills based and where a student making satisfactory progress has not yet mastered the required skills to complete the course requirements, or team-sports that have seasons that overlap semesters.” Instructors should discuss IP options with the student prior to completing this contract.

A student attempting to earn a satisfactory grade in a course for which he or she has received an “IP” (In Progress) grade must enroll for that course in the subsequent semester (excluding summer). Coursework must be completed and graded the following semester, but the ‘IP’ grade will permanently remain on the student’s record. If the student does not re-enroll the following semester, the IP grade will default to the alternate grade indicated by the instructor on the IP contract (usually substandard).

Process:

- Discuss the IP grade with the student and make sure both agree to the terms of the contract
- Download IP Contract form from the Faculty Forms link on the My Chaffey portal
- Complete the top under “IP” Grade
- Enter an alternate grade (in most cases a substandard grade) if the work is not completed by the following semester.
- Sign and print name on contract and submit original copy to the Admissions and Records Office before the grading cycle is completed.
  a. Fax the completed and signed form to the Admissions & Records Office at (909) 652-6617
  b. E-mail a PDF copy of the completed and signed form to ann.perez@chaffey.edu and kathy.lucero@chaffey.edu
- The Admissions and Records Office will image original copy in student’s record, and will provide student with copy of contract
IN-PROGRESS GRADE CONTRACT

STUDENT ID        LAST NAME        FIRST NAME        M.I.

TERM/YEAR        SECTION NUMBER        COURSE TITLE        UNITS

INSTRUCTOR: Check one box below and complete the appropriate information.

☐ “IP” Grade

In Progress grades may be given for classes that extend beyond the last day of instruction as indicated on the Academic Calendar. IP grades are most commonly issued for open-entry/open-exit courses or team-sports that have seasons that overlap semesters. Instructors should discuss IP options with the student prior to completing this contract.

To the Student: You have not completed the required class work in the above course; therefore, you have been assigned an In-Progress (IP) grade. To complete the course, you must register for this class again next term. Failure to do so will result in your IP grade changing to a grade of

A, B, C, D, F or NP

Instructor Signature __________________________  Print Name __________________________

Student Signature __________________________  Print Name __________________________
PASS/NO PASS GRADING  
(Two Options)

Option A: Courses Offered on a Pass/No Pass Only Basis
There are several courses that are offered on a Pass/No Pass Only basis. These courses are clearly identified in the College Catalog and the Schedule of Classes. Evaluative Grades are NOT an option for these courses.

Option B: Pass/No Pass Grading Option
At the present time, there are a limited number of courses that can be selected for Pass/No Pass grading (see College Catalog). If the student selects the Pass/No Pass grading option for any of the identified courses, it is his/her responsibility to request this option through an application process.

Note: Instructors should advise students to review the Pass/No Pass policy in the catalog and to meet with a counselor to see how this option may affect their educational goals.

Process for Option B:
- Student must pick up the Pass/No Pass request form in the Admissions and Records Office in Rancho, Chino, or Fontana, prior to the Last Day to Add for the course in question.
- If the Pass/No Pass option is elected, a letter grade cannot be issued after the Last Day to Add.
- Instructor must sign the Pass/No Pass request form.
- After the form is completed and signed by both the student and the instructor, the student must return to the Admissions and Records Office to register and pay for the course. The form must be submitted to the Admissions and Records Office prior to the Last Day to Add for the semester.
## PASS/NO PASS REQUEST

(USE BLUE OR BLACK INK ONLY)

### Administrative Procedures for Implementation of Pass/No Pass Policy

- A student may switch his/her enrollment to Pass/No Pass status provided the change is completed prior to the deadline to add classes for the section number in question. Note: Short-term classes add deadlines vary - See Schedule of Classes for deadline information.
- A student may reverse his/her enrollment from Pass/No Pass status to receive an evaluative grade, provided the reversal is completed prior to the deadline to add classes for the section number in question. Note: Add deadlines for short-term classes vary - See Schedule of Classes for deadline information.
- The fee for a Pass/No Pass class is the same as the enrollment fee.
- Students are advised that four-year schools may limit the number of Pass units acceptable for transfer. Major preparatory classes should never be taken on a Pass/No Pass basis.
- It is the student’s responsibility to meet with a counselor to see how this option may affect his/her educational goals.
- A maximum of 16 units of credit for optional Pass/No Pass courses may apply toward graduation requirements; this does not apply to courses offered on a Pass/No Pass Only basis.

**NOTE:** Pass means, “Passing” (at least satisfactory - units awarded not counted in GPA). No Pass means, less than satisfactory, or failing - units NOT counted in GPA.

(Rev.07/01/14)
**RD (Report Delay)**

Report Delay (or RD) is a temporary symbol used when there is a delay in reporting a final grade at the end of the grading cycle. If grades are not received by the grading deadline, an RD symbol will be issued the following day. RD’s will remain on the student’s academic record and official transcript until a grade is issued. Assignment of an RD grade may cause the student to be dropped for not completing prerequisite requirements or may prevent awarding of a degree and/or certificate.

Once the grading deadline has passed, faculty members are contacted through the appropriate Dean’s office and notified that grade changes must be submitted online through the My Chaffey portal or in person in the Admissions and Records Office for each student who received an RD symbol. Faculty members are then required to complete Grade Change forms for each RD before the grade can be changed in the Colleague system.

All Grade Changes must be completed by the faculty online through the My Chaffey portal or in person in the Admissions and Records Office on the Rancho campus.
SUPPLEMENTAL GRADE FORMS

A Supplemental Grade Form is required whenever a student has attended the entire term and participated in finals, but due to an accidental drop the instructor is unable to issue a final grade online. The Supplemental Grade Form allows the Admissions and Records Office to reinstate the student into the class and manually enter a final grade as requested by the instructor.

INSTRUCTOR INITIATED DROPS
If the drop is initiated by the instructor, the Supplemental Grade Form must be submitted by the instructor of record during the grading cycle at the end of the term, or within the two-year time limit for grade changes.

STUDENT INITIATED DROPS
If the drop is initiated by the student, the Supplemental Grade Form must be signed by both the student and instructor of record and submitted by the instructor of record during the grading cycle at the end of the term. The student may also submit a Student Petition for Course Credit within the two-year time limit for grade changes.

Supplemental Grade Change forms are currently located only in the Rancho Admissions and Records Office.
GRADE
CHANGE
INFORMATION
PERSONS RESPONSIBLE FOR CHANGING GRADES

Reference: Title 5, section 55025 and Chaffey College Administrative Procedure 4231.

Who can change a grade? The instructor of record shall be the only person who can change a grade if it is determined that a clerical error or error in calculation has been made. In the absence of error, incompetence or fraud, all grades are final.

If the instructor of record is unavailable or cannot be located (in most cases these are adjunct faculty who are no longer working at Chaffey), the Instructional Coordinator or Dean can change grades on the Instructor’s behalf. Written consent must be provided by the instructor of record.

Grade Change forms: Students should contact the faculty member directly if they believe a clerical error or error in calculation was made. Once the faculty member verifies the final grade issued and determines that a clerical error or error in calculation has been made he/she may submit a Grade Change Form, either online through the My Chaffey portal or in the Admissions and Records Office on the Rancho campus. The grade is available online within 3 days from the date the grade change was submitted.

NOTE: For security reasons, Grade Change Forms are restricted forms and cannot be photocopied. These forms must be completed online or in the Admissions and Records Office at the Rancho Campus.
Students have two (2) years following the semester in which a grade was recorded to request a change of grade. After the two-year limit has passed, the grade is no longer subject to change.

Students seeking to change a grade due to clerical error or miscalculation should contact the instructor of record.

Students requesting a grade change from “F” to “W” must submit a petition to be reviewed by committee. Students should be instructed to email student.petitions@chaffey.edu for further information regarding the petition process.
GRADE CHANGE ADMINISTRATIVE PROCEDURE

GENERAL INFORMATION
Instructors can change grades during the grading cycle up to the time final grades are verified at the end of the semester. In the absence of mistake, fraud, bad faith or incompetence, all grades are final. (Title 5, Section 55025, EC 76224, Chaffey Board and Administrative Policy 4231.)

Grade Change by Instructor
After grades are verified, instructors are no longer permitted to change grades on MyChaffeyVIEW (verification occurs nightly).
- If the instructor acknowledges an error was made in calculating the student’s grade, the instructor must complete a Grade Change form online through the My Chaffey portal or in person in the Admissions and Records Office on the Rancho campus.
- The instructor must indicate on the form why a change of grade is necessary. No explanation is required if the instructor is changing an “I” grade due to completion of an Incomplete Contract.
- The instructor’s signature is required on the form for auditing purposes.
- If the faculty member becomes aware of a grading error anytime during the Two-Year Time Limit Policy, he/she may change the grade by completing a Grade Change form.
- Grade Change forms are available online through the My Chaffey portal or in the Admissions and Records Office on the Rancho campus.

Grade Change Requested by Student (removal of ‘F’ due to non-attendance; change ‘F’ to ‘W’)
If there is no evidence of mistake, fraud, bad faith or incompetence, and a student wants to contest a grade, the instructor is to inform the student to file a petition through the Admissions and Records Office.
- The student must request the Student Petition by emailing student.petitions@chaffey.edu;
- After the student petition is submitted to the Admissions and Records Office, the Petitions Committee conducts a thorough review of the student’s grade, petition, and supporting documentation;
- After the review is completed the Petition Committee will determine whether to recommend approval or denial.

Note: Grade changes inquiries by a student for any grade other than “F” or “W” will be referred to the instructor of record.
**APPROVAL Recommendation:**
If the Committee recommends approval, the petition is forwarded to the instructor of record for final approval if an “F” grade was originally assigned for the course.

1. After the grade change is processed, the Admissions and Records Office notifies the student in writing. Students may verify their final grade online within three (3) business days from the date the grade change is processed.

2. If the instructor agrees with the Committee’s recommendation and signs his/her name on the petition form, the grade is subsequently changed only by the Admissions and Records staff person who is responsible for the grading area. No other person in the Admissions and Records Office has access to process a grade change except the Director of Admissions and Records or the Admissions and Records Coordinator.

3. If the instructor refuses to change the grade, the petition is automatically denied.

4. If the Committee initially recommends approval, but the instructor refuses to sign the petition, the Committee then reverses its initial position to “denial.”

**DENIAL Recommendation:**
If the Committee denies the petition, the student is contacted immediately by the Admissions and Records Office via email. Petitions that are denied are not forwarded to the instructor.

**Note:**
- In accordance with our Two-Year Time Limit Policy, students must submit requests for grade changes within two years from the end of the semester during which the course was taken.
- The College Catalog indicates that “If a grade has been incorrectly added on a student’s permanent record during computer services procedures, the error will be corrected.”
RELATED TOPICS
CENSUS INFORMATION
Questions and Answers

1. When is the absolute deadline to submit my census drops for full-term classes?
   For both Spring and Fall semesters, the due date for census submission falls on the Wednesday of the third week of instruction for full-term classes. (See below for information on short-term classes.)

2. Why do I need to drop students during the census period?
   Title 5, section 58004(c), requires clearing the rolls of inactive enrollment for attendance accounting purposes during the census period. During this period, instructors should drop students via the My ChaffeyVIEW link in the My Chaffey portal, as follows:
   
   DNW – student never attended the course  
   IDW – student attended at least one class session and did not return

   Please make sure you are using the correct drop code to ensure accuracy of data for Financial Aid and other reporting purposes.

3. What are the consequences if I submit my census drops late or do not submit my census drops at all?
   The college receives apportionment for which it is not entitled and it must be returned. Eligibility is seriously compromised for the following student groups:
   
   - **Financial Aid Students**: Overpayments to students on financial aid may be created. If students are dropped after the census period they can legally keep the funds, but the college is responsible for reimbursing these funds to the Federal government.
   - **International students**: Any change in enrollment status must be reported to SEVIS (Student & Exchange Visitor Information system) and Citizen & Immigration Services under Homeland Security in order to remain in compliance with Federal law.
   - **CalWORKs Students**: Students are under County contract to attend and complete specific classes and are tracked on a regular basis. If a student is not attending a class and is not dropped from the class during census, 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.
   - **Veteran Students**: If a Veteran is not dropped during census, an overpayment is automatically issued to the student. When it is determined that the student did not attend, the student must repay entitlement to the Department of Veterans Affairs. If the student refuses to pay, it goes to collection. In addition, receiving a failing grade as a result of not being dropped could affect a student’s probation status. This could also result in denial of future benefits.
• **Athletic Eligibility:** Student athletes are required to be enrolled in a minimum of 12 semester units in order to maintain eligibility to participate in sanctioned contests. Late census submission may: disqualify the student athlete from eligibility and risk forfeiture of any contests by the college; result in incorrect transcript information that may affect a student’s ability to be recruited by another institution; cause erroneous information (GPA, enrolled units) to be reported to athletic oversight agency; endanger student’s eligibility for Financial Aid; affect status of academic probation.

4. **When can I start entering census drops?**
   Instructors can begin entering census drops online through the MyChaffeyVIEW link in the My Chaffey portal beginning on the first day of instruction through Wednesday of the third week of instruction at 11:59 p.m.

5. **Once I submit my census drops, can I submit additional census drops?**
   Yes. You may drop students from class(es) as frequently as needed as long as ALL census drops are submitted by Wednesday of the third week of instruction by 11:59 p.m.

6. **I have never used the MyChaffey portal to drop students. Do you have instructions?**
   Yes. Go to our website at [http://www.chaffey.edu/admissions/faculty/index.shtml](http://www.chaffey.edu/admissions/faculty/index.shtml) and select the link to “Census and Roll Sheet Information.”

7. **Are there training workshops that I can attend to help me learn more about the system?**
   Yes. You can contact Information Technology Services at (909) 652-6789 to schedule training.

8. **Who should I contact if I need technical assistance?**
   Contact Information Technology Services at (909) 652-6789.

9. **Am I required to submit census drops online?**
   Yes, this is the only option available. If you are unable to do so, please contact your Dean’s Office for special arrangements.

10. **If I have no census drops to report, must I still submit census?**
    Yes, you must. There is an option on MyChaffeyVIEW that states, “No Students to Drop”. Please click on this button if you have no students to drop.
11. While processing census online, I accidentally dropped the wrong student. How can I add the student back into my class?

You can submit an Add Card to the Admissions and Records Office with all the student information and your signature. You must check the reinstatement box so it can be processed accordingly. If you discover the error after the last day to drop with a “W” (61% of the class), you will need to wait until the grading period and submit a Supplemental Grade form (see page 20).

**SHORT TERM CLASSES**

For information regarding census deadline dates for short-term or Fast Track classes, or for other census questions, please contact your Dean’s office.
Add Codes

Frequently Asked Questions

How do I view my Add Codes?
- Log into the MyChaffey Portal and click on the My ChaffeyVIEW icon in the launch pad
- Select the Faculty link
- Select the “Add Code” link from the Faculty menu
- Select Section
- Print

How do I keep track of the Add Code numbers I give out?
When you give an Add Code number to a student, note it on your list. Write the number on an Add Code slip and give it to the student. Be sure to sign and date the Add Code slip. Please Note: Add Codes are only valid for one registration attempt. Please do not give the same Add Code to more than one student.

How many Add Code numbers will I get for each of my classes?
The system will generate 20 Add Code numbers per section.

How long is the Add Code number valid?
Numbers are valid only through the Last Day to Add. Students will not be able to add after the deadline has passed.

How do I distribute Add Codes?
We recommend issuing Add Codes in order of your Wait List.

What happens after I give the Add Code number to the student?
Instruct the student to register for your class online via the MyChaffey Portal and remind him/her that the number is no longer valid after the Last Day to Add.

How do I know if the student has registered for class using an Add Code?
You can check add code registration by logging into the MyChaffey Portal and selecting the Add Code link. Through the last day to add you can view the student’s name, ID number, the code that was used, and the date of registration.

Do I need to give students an Add Code number if a class is still open?
Yes. Add Codes are required for all classes beginning the first day of instruction.

What if the student doesn’t add by the deadline?
Students cannot add once the deadline has passed. All deadline dates are firm because they are tied to apportionment.

What do I do if the student changes his/her mind and doesn’t use the Add Code?
Nothing. The student is not required to use the Add Code number if they decide not to register for your class.

What if I make a mistake or transpose the Add Code number?
The student will not be able to register. You will need to re-issue a correct Add Code number prior to the Last Day to Add.

Does the Add Code override pre-requisite blocks or other restrictions?
No. If the student has not met pre-requisite requirements or has any other restrictions or blocks, he/she will not be able to register using the Add Code.

Who do I contact if I have questions regarding Add Codes?
Please contact the Admissions & Records Office at (909) 652-6600 during regular business hours.
DROPS OR WITHDRAWALS

Drops or withdrawals may be done by an instructor or by a student online through the My Chaffey portal via MyChaffeyVIEW.

Title 5, section 55003(l), states that there are only two circumstances under which a student may be involuntarily dropped from a course: (1) excessive absences; and (2) “as a result of disciplinary action taken pursuant to law or to the student code of conduct.”

There is no longer a provision that allows a drop due to “lack of academic effort.”

A student may drop or withdraw only before 61% completion of the class. An instructor may also drop or withdraw a student for lack of attendance only before 61% completion of the class.

After census, students should not rely on instructors to drop or withdraw them from a class.

Dropping or Withdrawing within established deadlines:

- **Dropping without a W Grade**
  An Instructor/Student initiated drop prior to the census deadline will result in no entry on the student’s permanent record for that class. Refer to the Academic Calendar for exact dates.

- **Dropping with a W Grade**
  An Instructor/Student initiated drop, after the census deadline and on or before 61% of the course, will result in a W grade on the student’s permanent record. Refer to the Academic Calendar for exact dates.

After 61% completion of class, students may not drop themselves, nor be dropped by an instructor. In addition, the instructor must issue the student a final grade.

Failure to officially drop or withdraw by the drop deadline may result in the assignment of an F (Failing) or FW (Unofficial Withdrawal) grade by the instructor. W grades are reserved for system drops and should not be instructor-assigned.

**Note:** Instructors will receive notification of online student drops by e-mail. Instructors will not be notified of students dropped manually in the Admissions and Records Office. Instructors must have a Chaffey College e-mail account to receive notification. If you do not have a Chaffey College e-mail account, contact the Human Resources Department.

**Process for instructor initiated Drop:**

- Log into the My Chaffey portal
  - If you experience difficulty logging in, click on the “First Time Users” link on the portal log-in page
- Select MyChaffeyVIEW from the Launchpad
- Select the Faculty Icon
- Select the drop action
- Access the appropriate class roster
- Select the appropriate action from the drop-down menu
- Submit the drop
- Print confirmation
- Print updated roster
AUDITING

Auditing is permitted on a space available basis, solely at the discretion of the instructor.

Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit. Conversely, a student is not permitted to change his/her enrollment from credit to audit after the deadline to drop without a “W” grade. No course credit or grade is received for an audited class, nor does the college maintain any attendance or transcript records.

Faculty members should take into account two important factors before permitting audits:

1) the fee for auditing classes is $15 per unit compared to $46 per unit for credit classes, and,
2) priority should be first given to students who are seeking enrollment to earn credit.

Approved audit forms will be accepted beginning the first day of instruction. Audit forms will be accepted through the last day to drop with a “W” (see the Academic Calendar for specific dates).

The Audit Enrollment Form is available in the Admissions and Records Office in Rancho, Chino, or Fontana.
ADMISSIONS AND RECORDS OFFICE
AUDIT ENROLLMENT FORM

Procedure to Audit Courses:
1. Obtain Audit Enrollment Form from the Admissions and Records Office at any campus location.
2. Instructor’s permission/signature required on form.
3. Submit the completed and signed Audit Enrollment Form to the Admissions and Records Office at any campus location and pay fees due.
4. Return copy of Audit Enrollment Form with proof of payment to the instructor.

TERM/YR: ☐ SUMMER ☐ FALL ☐ SPRING 20_______
(PLEASE PRINT CLEARLY)
Student Name: __________________________________________ ID Number: ____________
Last_________ First_________ M.I.____________
Student Address: __________________________________________
Number/Street Apt # City State Zip Code

RULES AND REGULATIONS FOR AUDITING COURSES AT CHAFFEY COLLEGE:
- Audit enrollment is allowed solely at the discretion of the instructor
- Student must have current application on file; if not, student must reapply prior to submitting the Audit Form
- The deadline to submit an Audit Form is the last day to drop with a W (see the Academic Calendar for dates)
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment from AUDIT TO CREDIT
- No student will be permitted to change his/her enrollment from CREDIT TO AUDIT once the last day to drop without a W has passed
- No credit will be received for auditing and the College does not maintain any attendance or transcript record for audited courses
- Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for audit purposes for full-term classes will not be permitted until the term has started
- For short-term or Late Start classes, audit enrollment is permissible once the class has met at least once
- The fee for auditing will be assessed at $15 per unit, plus any required material fees
- Once audit enrollment is completed, no refund will be permitted unless the College cancels the course
- Audit ONLY students can obtain a photo ID card for access to labs and Success Centers at all locations, but will not have access to the library book check-outs or online library resources
- All parking regulations are enforced for all students, including those who are only auditing

I HAVE READ AND FULLY UNDERSTAND THE RULES AND REGULATIONS FOR AUDITING COURSES. I REQUEST PERMISSION TO AUDIT THE COURSE(S) LISTED IN THE BOX BELOW.

Student’s Signature ___________________________ Date _____________

<table>
<thead>
<tr>
<th>SECTION NUMBER:</th>
<th>COURSE TITLE:</th>
<th>INSTRUCTOR’S SIGNATURE:</th>
<th>DATE SIGNED:</th>
<th>UNITS:</th>
<th>FEE DUE: ($15 per unit)</th>
<th>PAYMENT RECEIVED BY/DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Rev.3/31/15
REINSTATEMENTS

When a student is accidentally dropped during census or as an instructor drop, the instructor may request that the student be reinstated. To do so, the instructor must come in to the Admissions and Records Office and request a Reinstatement/Add Card. The instructor must complete the section under Student Information, class information and check the “reinstatement” box. When the Admissions and Records staff processes the reinstatement, they will verify in the system that the drop was an instructor-initiated drop.

Note: If it is determined that the drop was student-initiated, the faculty member cannot request a reinstatement without the student’s signature.

Reinstatements may be processed through the Last Day to Drop with a “W”. Once the drop period has passed, a Supplemental Grade Assignment is required (see pg. 20).

Process:
- Instructor requests a Reinstatement/Add Card in the Admissions and Records Office
- Complete the student information at the top of the form
- Mark the reinstatement box
- Enter the section and course number
- Sign and date the reinstatement card
  - If the student initiated the drop or withdrawal from the class section, the student must also sign the reinstatement add card
- Submit the reinstatement card to the Admissions and Records Office on the Rancho Campus for processing
**ADD / DROP CARD**

(USE BLUE OR BLACK INK ONLY)

<table>
<thead>
<tr>
<th>CHAFFEY ID</th>
<th>PRINT - LAST NAME</th>
<th>FIRST NAME</th>
<th>M. I.</th>
</tr>
</thead>
</table>

**NOTE TO INSTRUCTOR:** If you are **REINSTATING** a student, you must sign the ADD CARD.

**IMPORTANT NOTICE:** You will not be permitted to add a class once the “Last Day to Add” has passed.

**STUDENT RESPONSIBILITIES:**

- You are responsible for officially adding the class; **NEVER** assume the instructor can add you.
- You **MUST** be prepared to pay for your class at the time you add; Financial Aid/BOGW recipients **MAY** still owe fees which must be paid in full at time of registration.
- You will not be permitted to add a class once the “Last Day to Add” has passed.
- You are responsible for knowing all registration deadlines and policies. Check the Schedule of Classes, MyChaffeyVIEW at [www.chaffey.edu](http://www.chaffey.edu), or contact Admissions and Records at (909) 652-6600 for important dates and deadlines.
- You are responsible for dropping a class; **NEVER** assume the instructor will drop you.
- You are liable for any fees resulting from a class that was not dropped.
- Review your registration statement for accuracy before you leave the Admissions and Records Office. Notify the person who assisted you if there are any errors or omissions.
- **Keep your registration statement after adding or dropping classes as a receipt of your transactions.**

**YOU MAY NOT:**

- Attend a class that you have **NOT** officially added (instructors **CANNOT** add you)
- Add beyond the “Last Day to Add” deadline as published in the Schedule of Classes
- Add a class for which you have not successfully met the pre-requisite
- Add a class if you have a previous/current academic or financial **HOLD**

You are advised **NOT** to purchase text books/materials for a class that does not appear on a current registration statement. Text books and class materials may not be 100% refundable after purchase. Check with the Bookstore for more information BEFORE purchasing books. The Bookstore’s phone number is listed in the Schedule of Classes.