**Additional Grading Information**

- If a student does not drop or the instructor does not drop the student by the completion of 61% of the class time, the student **must** receive a grade other than ‘FW’.

- Please inform your students of this important regulation, preferably in **writing** on your class syllabus.

- Online grade submission will be available on or before the last day of instruction.

- Instructors **must** submit grades **on time**! An instruction memo will be sent by Admissions and Records/Cashier’s Office to assist with the grade submission process.

- In order to give a student an Incomplete (I) or In Progress (IP), the instructor must complete the “I” contract form. This form is available online on MyChaffeyVIEW and on the College Intranet. The student may not be re-enrolled in the course while the Incomplete is pending. If the Incomplete is not cleared within a year, the “I” grade is automatically converted to a final grade.