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.