GRADING AND
ENROLLMENT
INFORMATION

Prepared by the
Admissions and Records Office
(November 1, 2011)
Table of Contents

GENERAL GRADING INFORMATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What does Title 5 Say About Grade Changes?</td>
<td>5</td>
</tr>
<tr>
<td>Meaning of Grade Symbols</td>
<td>6</td>
</tr>
<tr>
<td>Use of C- Grade</td>
<td>7</td>
</tr>
<tr>
<td>Final Grades</td>
<td>8</td>
</tr>
<tr>
<td>Incomplete &amp; In-Progress Contracts</td>
<td>9</td>
</tr>
<tr>
<td>Pass/No Pass Grading</td>
<td>12</td>
</tr>
<tr>
<td>Report Delayed (RD)</td>
<td>14</td>
</tr>
<tr>
<td>Supplemental Grade Forms</td>
<td>15</td>
</tr>
</tbody>
</table>

GRADE CHANGE INFORMATION

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons Responsible for Changing Grades</td>
<td>19</td>
</tr>
<tr>
<td>Two-Year Grade Change Policy</td>
<td>20</td>
</tr>
<tr>
<td>Grade Change Administrative Procedure</td>
<td>21</td>
</tr>
</tbody>
</table>

RELATED TOPICS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Information: Questions &amp; Answers</td>
<td>25</td>
</tr>
<tr>
<td>Drops and Withdrawals</td>
<td>27</td>
</tr>
<tr>
<td>Auditing Classes</td>
<td>28</td>
</tr>
<tr>
<td>Reinstatements</td>
<td>30</td>
</tr>
</tbody>
</table>
GENERAL
GRADING
INFORMATION
Dear Faculty Members:

The Admissions and Records Office has put together this handbook in an effort to assist faculty members with questions regarding Grading and Enrollment Information. We feel that this information is necessary, especially for adjunct and new faculty members, and hope you find it 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.
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>*CR</td>
<td>N/A</td>
<td>Credit. At least satisfactory. CR grades are not used in calculating GPA. (Only assigned for courses with CR/NC designation and credit by exam).</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>*NC</td>
<td>N/A</td>
<td>No credit. Student did not fulfill academic requirements of course. NC grades are not used in calculating GPA. (Only assigned for courses with CR/NC designation)</td>
</tr>
<tr>
<td>*NP</td>
<td>N/A</td>
<td>No Pass; Less than satisfactory or failing. (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.</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

Faculty members have five (5) working days at the end of the semester to submit final grades online.

Below are some of the main reasons why students must receive final grades by required deadline dates:

- Prerequisite completion
- Increase units earned for registration into 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
INCOMPLETE CONTRACTS

Upon student request, Incomplete Contracts may be given prior to the end of the semester or prior to finals. 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 at 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 should never be assigned without the student’s consent. 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. Our data indicates that the majority of students who receive Incomplete grades without their knowledge automatically receive substandard grades at the end of the year. Please keep this information under consideration and be judicious about the use of Incomplete grades.

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 Admissions and Records office. The grade change must be submitted within one year as stated on the Incomplete Contract.

Incomplete Contracts are available to instructors on My ChaffeyVIEW and in the Admissions Office in Rancho.

Process:
- Discuss the Incomplete grade with 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 Link on MyChaffeyVIEW;
- Complete the second box of 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;
- Sign and print instructor’s name on contract and submit original copy to Admissions & Records immediately after the grading cycle is completed:
  a. Fax the completed and signed form to the Admissions Office at (909) 652-6617
  b. E-mail a PDF copy of the completed and signed form to ann.perez@chaffey.edu or kathy.lucero@chaffey.edu
- Admissions and Records will image original copy in student’s record, and will provide student with copy of contract.
IN PROGRESS CONTRACTS (IP’s)

In Progress: The ‘IP’ symbol shall be used only in the courses which 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 student and make sure both agree to the terms of the contract
- Download IP Contract form from the Faculty Link on MyChaffeyVIEW
- 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 Admissions & Records immediately after 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 or kathy.lucero@chaffey.edu
- Admissions and Records will image original copy in student’s record, and will provide student with copy of contract
**INCOMPLETE OR IN-PROGRESS 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:** Check one box below and complete the appropriate information.

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.

- [ ] “IP” Grade

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 same class next term**. Failure to do so will result in your IP grade changing to a grade of ____________.

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

Instructor Signature ___________________________   Print Name ___________________________

Student Signature ___________________________   Print Name ___________________________

The catalog states, an Incomplete grade can 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 may be hospitalization, illness, personal emergency, death in family, accident, etc. Instructors should discuss Incomplete options with the student prior to completing this contract.

- [ ] “I” Grade

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 me. 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 conditions 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

Instructor Signature ___________________________   Print Name ___________________________   Date ___________

Student Signature ___________________________   Print Name ___________________________   Date ___________

(Rev. 11/15/11)
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.
PASS/NO PASS REQUEST
(USE BLUE OR BLACK INK ONLY)

SEASON/TERM: ☐ FALL ☐ SPRING ☐ SUMMER YEAR: 20__

CHAFFEY ID NUMBER PRINT - LAST NAME FIRST NAME M. I.

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.

<table>
<thead>
<tr>
<th>SECTION NUMBER</th>
<th>COURSE TITLE &amp; NUMBER</th>
<th>UNITS</th>
<th>INSTRUCTOR’S SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STUDENT’S SIGNATURE: (Sign before submitting to Admissions)

IT IS THE STUDENT’S RESPONSIBILITY TO READ AND UNDERSTAND THE INFORMATION POSTED BELOW

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: Short-term classes add deadlines 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.10/07/09)
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 deadline, an RD symbol is issued. RD’s are automatically converted to F’s if final grades are not received by the end of the grading period. For example, if an RD was issued in Fall 2011 and a final grade has not been received, the RD would be converted to an F grade prior to the start of the Spring 2012 semester.

When final grades are not received by the posted deadline, an RD (report delay) symbol is populated in the student’s academic record and transcript. Faculty members are contacted and notified that grade changes must be submitted in person in the Admissions and Records Office for each student who received an RD symbol. Faculty members are then asked to complete Grade Change forms for each RD before the grade can be changed in the Colleague system.
SUPPLEMENTAL GRADE FORMS

A supplemental grade form is required in the case where 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 Admissions and Records to reinstate the student back 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 submitted by the instructor of record during the grading cycle at the end of the term, or the student must submit a Student Petition for Course Credit within the two-year time limit for grade changes.
GRADE
CHANGE
INFORMATION
PERSONS RESPONSIBLE FOR CHANGING GRADES

Reference: Title 5, section 55025 and Chaffey College Administrative Procedure 4.6.13 Grade Changes

Who can change a grade? The instructor of record shall be the only one who can change grades if he/she determines that a clerical error or error in calculation has been made. In the absence of error, incompetence or fraud, 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 can change grades on the Instructor’s behalf. Deans can also change grades, but they must have written consent from 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 come to the Admissions and Records Office in Rancho to complete a Grade Change form. 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 in the Admissions and Records Office at the Rancho Campus.
TWO-YEAR GRADE CHANGE POLICY

Students have two (2) years following the semester in which a questioned 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 admissions@chaffey.edu for further information regarding the petition process.
GRADE CHANGE ADMINISTRATIVE PROCEDURE

GENERAL INFORMATION
Instructors can change grades during the grading cycle up until 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 Administrative Policy 4.6.13.)

Grade Change by Instructor
After grades are verified, instructors are no longer permitted to change grades on MyChaffeyVIEW.
- If the instructor acknowledges an error was made in calculating the student’s grade, the instructor is asked to complete and sign a Grade Change Request form.
- The instructor must write a short explanation on the form explaining why a change of grade is necessary. No explanation is required if the instructor is changing an “I” grade due to the completion of work 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, with a short explanation of the error, in the Admissions and Records Office in Rancho.

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 in the Admissions Office. This is the only other way a student can request a possible change of grade.
- The student must request the Student Petition by emailing admissions@chaffey.edu;
- After the student petition is submitted to the Admissions 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.

APPROVAL Recommendation:
If the Committee recommends approval, the petition is forwarded to the instructor for final approval.
1. After the grade change is processed, the Admissions Office notifies the student in writing. Students may verify their final grade online within three (3) 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 Office has access to process a grade change except the Director of Admissions and Records.
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 Office by phone and in writing. 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 for which the course in question 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 census due date 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 My ChaffeyVIEW 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 which is under Homeland Security.
   - **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 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 via Chaffey View beginning on the first day of instruction through Wednesday of the third week of instruction at 4:00 p.m.

5. **Once I submit my census drops, can I submit additional census drops?**
   
   Yes. You may drop students from class as frequently as needed as long as ALL census drops are submitted by Wednesday of the third week of instruction by 4:00 p.m.

6. **I have never used MyChaffeyVIEW to drop students. Do you have instructions?**
   
   Yes. Go to our website at www.chaffey.edu, select the Faculty button, and click on census drops and follow the directions.

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) 652-6764 to schedule training.

8. **Who should I contact if I need technical assistance?**
   
   Contact Information Technology Services at (909) 652-6789 and select Option #2.

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 Office with all the student information and your signature. You must check the reinstatement box so it can be processed accordingly.

12. **What happens if I submit my census drops late or if I don’t submit them at all?**
    
    For answers, refer to question #4

---

**SHORT TERM CLASSES**

For information regarding census deadline dates for short-term classes or for other census questions, please contact your dean’s office.
DROPS OR WITHDRAWALS

Drops or withdrawals may be done by an instructor or by the student online 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 on or prior to 30% of the course or the fourth week (whichever is less), will result in no entry on the student’s permanent record for that class. However, the student is still responsible for payment of fees.

- **Dropping with a W Grade**
  An Instructor/Student initiated drop, after 30% of the course and on or before 61% of the course, will result in a W grade on the student’s permanent record for that class.

*Please Note:* Effective Summer 2012, the last day to drop without a “W” grade will be changed to the day before census is due from faculty. Any drops occurring between the census due date and the 61% mark will result in a “W” grade on the student’s transcript.

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.

**Note:** Instructors will receive notification of student drops by e-mail. 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 My ChaffeyVIEW
- 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 updated roster (optional)
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 $36 per unit for credit classes ($46 effective Summer 2012), and 2) priority should be first given to students who are seeking enrollment to earn credit.

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

Procedure to Audit Courses:
1. Student obtains Audit Enrollment Form from the Admissions and Records Office.
2. Student obtains permission and signature from instructor.
3. Student presents completed and signed Audit Enrollment Form to the Cashier’s Office and pays fees due.
4. Student returns Audit Enrollment Form and receipt of payment to the Admissions and Records Office.

TERM/YR: ☐ SUMMER ☐ FALL ☐ SPRING 20_______

(PLEASE PRINT CLEARLY)

Student Name: ____________________________

Last       First       M.I.

Student Address: __________________________

Number/Street                  Apt.                 City                 ST            Zip Code

Social Security Number: ____________________________  Birthday (mm/dd/yy): ____________________________

RULES AND REGULATIONS FOR AUDITING COURSES AT CHAFFEY COLLEGE:

- Audit enrollment is allowed solely upon the discretion of the instructor
- 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 will not be permitted until the start of the Late Registration period of each semester/term
- The fee for auditing will be assessed at $15 per unit, plus any required material fee in some classes
- No refund will be permitted after enrolling, unless the College cancels the course
- All parking regulations are enforced for all students

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.

<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 VERIFIED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student’s Signature ____________________________ Date ____________________________

White: Admissions Office   Yellow: Student’s Copy

(Rev. 08/30/06)
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 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 up until the grading period begins. Once the grading period has begun, a Supplemental Grade Assignment is required (see pg. 15).

Process:
- Instructor requests a reinstatement/add card in the Admissions 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 Office for processing
## ADD / DROP CARD

(USE BLUE OR BLACK INK ONLY)

### Important Notice:
You will not be permitted to add a class once the “Last Day to Add” has passed.

### Student Responsibilities:
- You are 100% 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. You will not be permitted to add a class once the “Last Day to Add” has passed.
- You are 100% 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 100% responsible for dropping a class; **NEVER** assume the instructor will drop you.
- Review your registration statement for accuracy **before** you leave the Admissions 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.

---

### Classes to Be:

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course Title &amp; Number</th>
<th>First Date of Attendance</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Classes to Be Dropped:

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course Title &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student’s Signature:

(Sign before submitting to Admissions)