



TO: All El Camino College Instructors
FROM: Espe Nieto
Assistant Director, Admissions and Records
SUBJECT: **FINAL GRADE PROCESSING for FIRST EIGHT WEEK CLASSES, FALL 2014**

DATE: October 15, 2014

NOTE: DEADLINE TO ENTER GRADES IS TEN DAYS AFTER YOUR CLASS SECTION END DATE.

Grades can only be submitted online through the ECC Portal; they will not be entered manually by Admissions.

Grades can be submitted online through the ECC Portal using the "Grading" link OR "Gradebook Select Section" link.

Assistance in Submitting Grades

If you encounter any problems or need additional information on accessing the portal, please contact the El Camino College Information Technology Services Help Line at: (310) 660-6571 or HELPDESK@elcamino.edu.

For assistance submitting the grades online, please contact the Innovation Center at extension 6730.

For questions regarding submitting your supporting documentation you must contact your academic division of department office.

Supplemental Documentation

You are expected to turn in to Admissions the following paper copy materials:

1. Permanent Grade Record (white)
2. Attendance Roster (yellow)
3. Attendance Roster (green)
4. Positive Attendance Reports for classes designated as positive attendance

All Supplemental Documentation may be submitted to the admission office either by:

- a. Dropping them off in Admissions in the "On Line Grade Check" box;
- b. Sending them via office mail; or
- c. Mailing them directly to Admissions via U.S. mail. Please note that we must receive your supplemental material by Friday, December 19, 2014. Please send the package to:

El Camino College
Admissions and Records Office – SSC 101
Grades
16007 Crenshaw Boulevard
Torrance, CA 90506

Information Required in Grade Records

By Agreement between the Academic Senate and the Office of Instruction, it is requested that all faculty observe certain rules so that the records (a) are fairly uniform, (b) can be electronically stored and (c) can be easily interpreted years later.

Specifically, we ask that grade records:

1. Include a complete record of grades used to determine semester grades for each student. The policy has been to require at least three supporting grades, in addition to the final grade.
2. List incomplete grades and "I-(letter grade)", according to the grading policy – "IB," "IC," "ID," or "IF". Instructors must also select a reason for assigning an incomplete grade.

Exceptions to these rules should be approved by your division dean before submitting supporting documentation to the Admissions office.

Delinquent Grades

Due to the MIS reporting requirements of the Chancellor's Office, we need to be diligent in the collection of grades. Therefore, a delinquent grade report will be submitted to all academic deans and the vice-presidents after the deadline to submit grades has expired. All delinquent (blank) grades for the semester will be changed to RD (report delayed). Subsequently, the instructor of record will need to submit an individual grade change for each student with an RD.

Policy Regarding Retroactive Drops

Grades of "W" assigned by the instructor after the deadline to drop with a "W" will not be honored. Instead, "W"s assigned after the deadline to drop will be recorded as "F"s in the system. El Camino College Board Policy 6130 prohibits dropping students after the withdrawal date of the session.

Pass/NoPass

Assign **only** if course grading method is designated as Pass/No Pass (Credit/No Credit).

Positive Attendance Sheets

Positive attendance sheets must be turned in to the Admissions office within ten days after the end of your class section end date. Instructors with questions regarding positive attendance should contact Angela Farthing in the Admissions Office at 310 660-3593 extension 5429 or afarthing@elcamino.edu.

Emergencies

Please notify your academic division or department office if an emergency prevents you from meeting the submission due dates.