All About Attendance, Grading, and Final Rosters

Presenters:
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SAN DIEGO COLLEGE OF CONTINUING EDUCATION | FORWARD together

FLEX ID: 38100

August 26, 2025

ABE/ASE/HSE

Grade Entry

- **SP (Satisfactory Progress):** if the student is progressing
- **UG (Ungraded):** if the student is not progressing

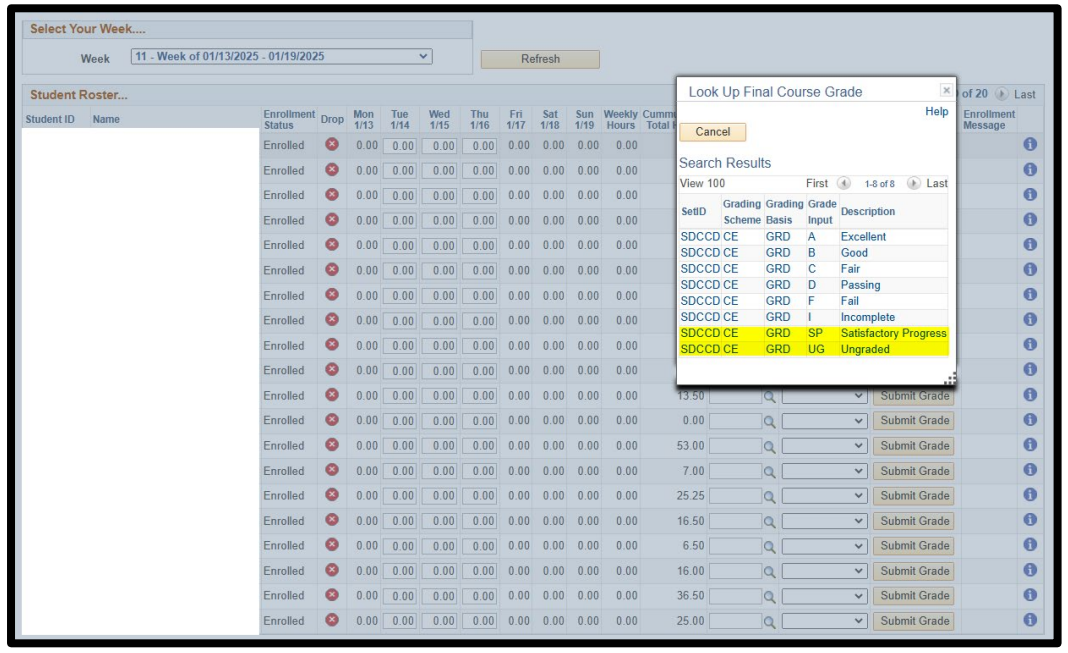
Completion

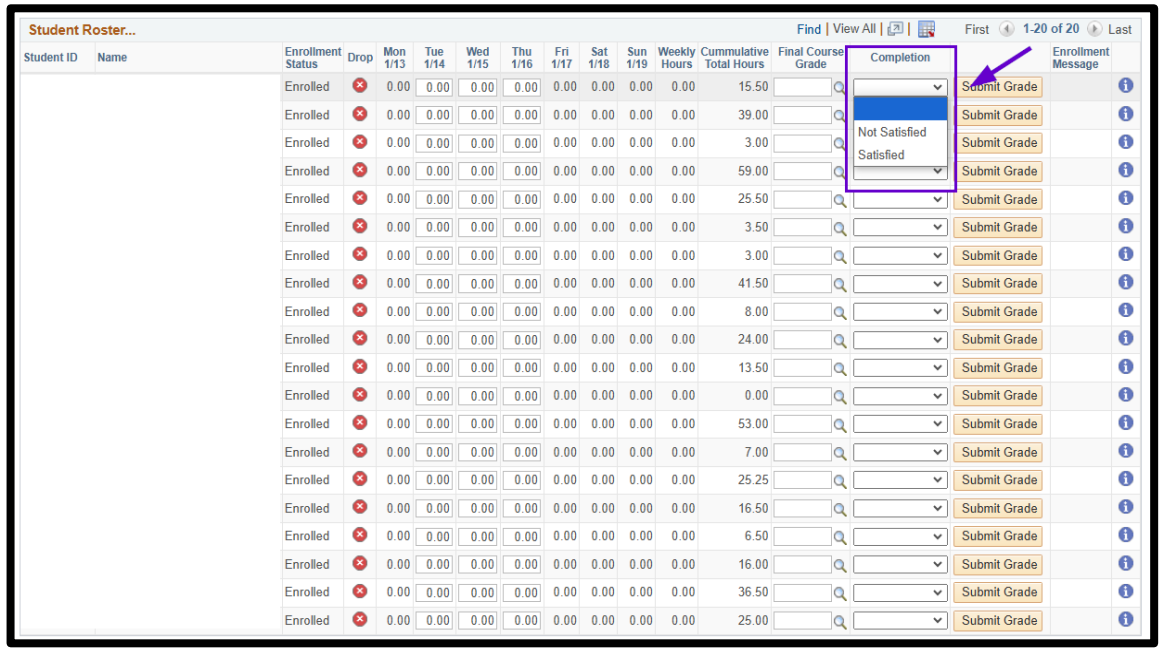
- **Satisfied**: if the student earned the course certificate
- **Not Satisfied**: if the student did not earn the course certificate

Incompletes (I) should not be issued at any time.

ABED, HSEP, INTD 500

ABE/ASE/HSE





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CTE

Final Course Grade Entry

- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing

Completion

- Satisfied: if the student earned the course certificate
- Not Satisfied: if the student did not earn the course certificate

Incompletes (I) should only be issued to students with **30** or more attendance hours for in-person courses or to students who participated past the **2nd census** for an online course for extenuating circumstances.

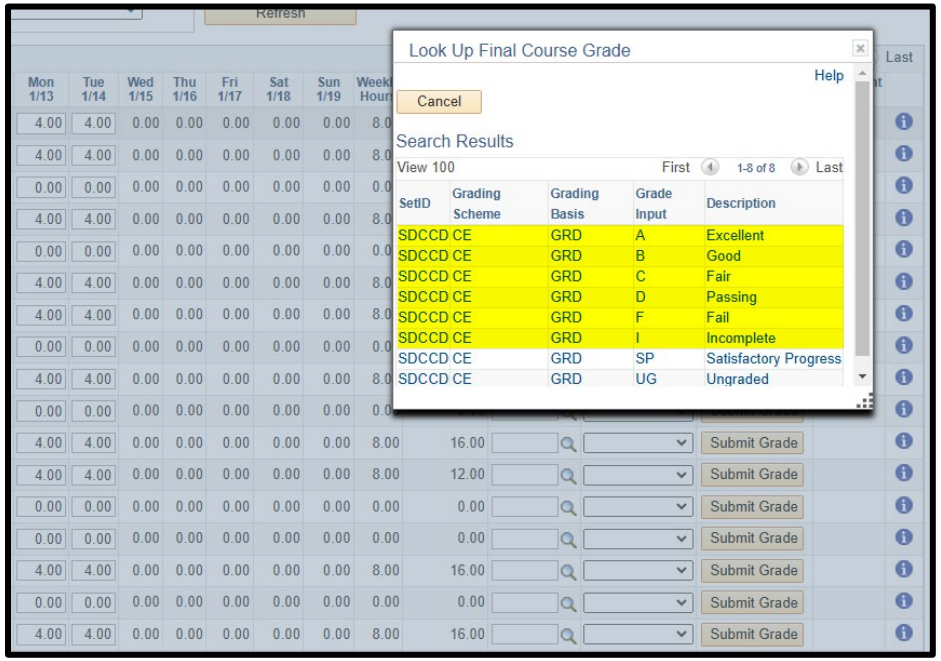
CTE

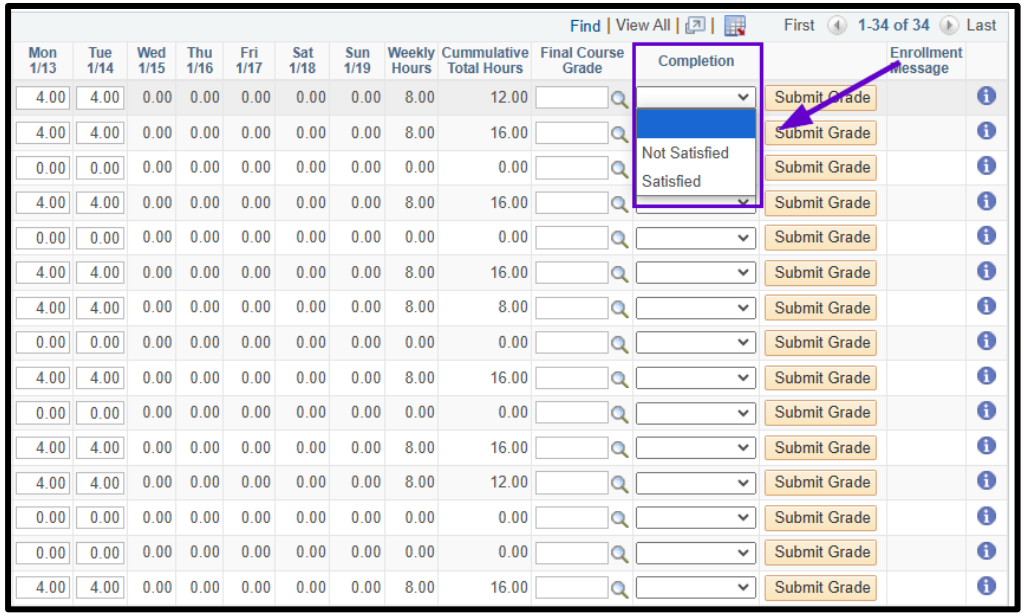
Specific CTE Cases

- If a CTE course meets less than the course outline of record (COR) hours, an **SP** (satisfactory progress) or **UG** (ungraded) for course grade, and a **not satisfied** for completion should be issued.

- In-person open-entry/open-exit Office Skills Lab courses can submit an **SP** or **UG** for the course grade and indication of not satisfied for course completion for the course certificate based on the student's ability to achieve course outcomes.

CTE





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ESL

Final Course Grade Entry

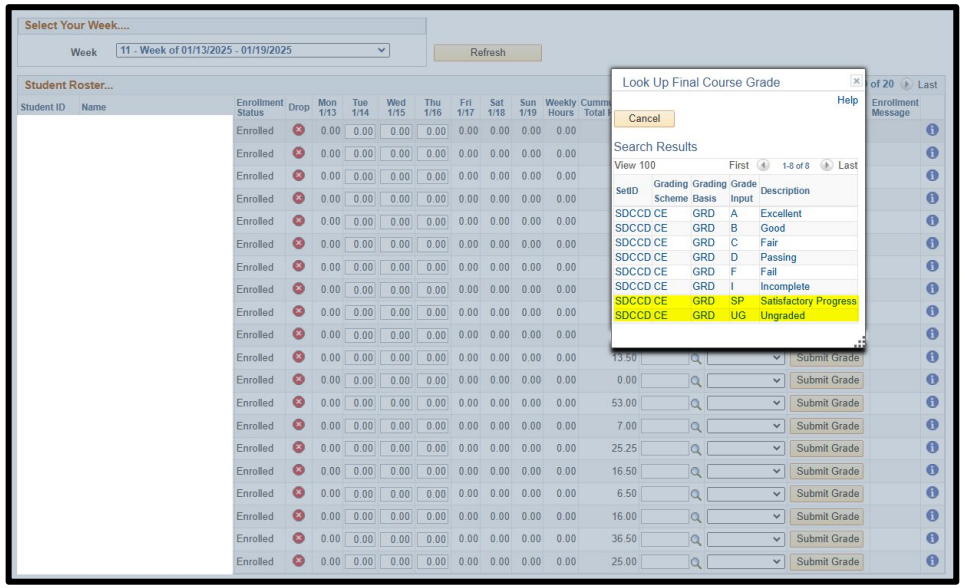
- **SP (Satisfactory Progress):** if the student is progressing
- **UG (Ungraded):** if the student is not progressing

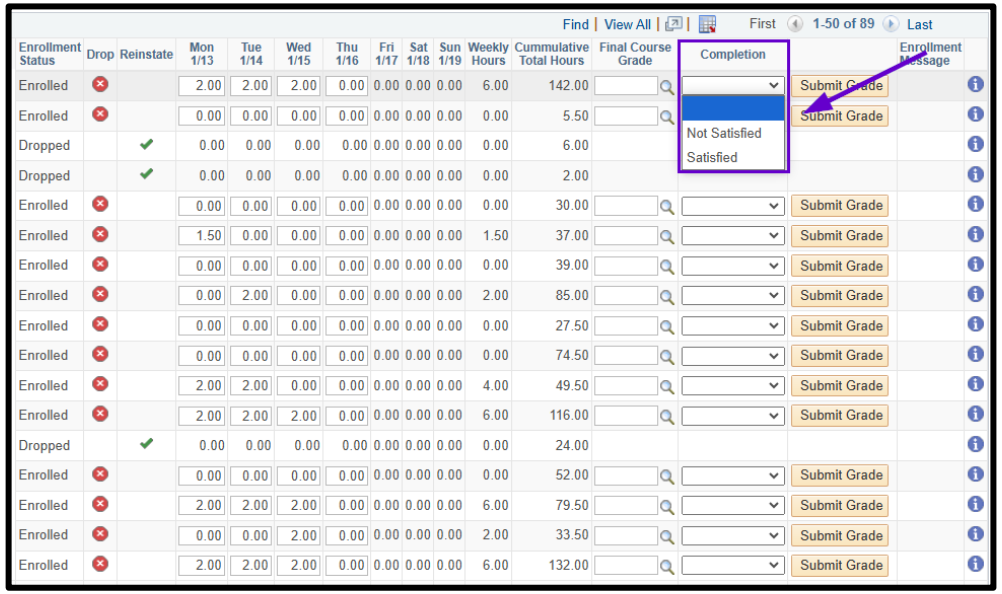
Completion

- **Satisfied:** if the student earned the course certificate
- **Not Satisfied:** if the student did not earn the course certificate

Incompletes (I) should not be issued at any time.

ESL





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HSDP

Grade Entry

- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing
- I = Incomplete *(should only be issued to a student with 30 or more attendance hours for an in-person course or to a student who participated past the 2nd census for an online course)*

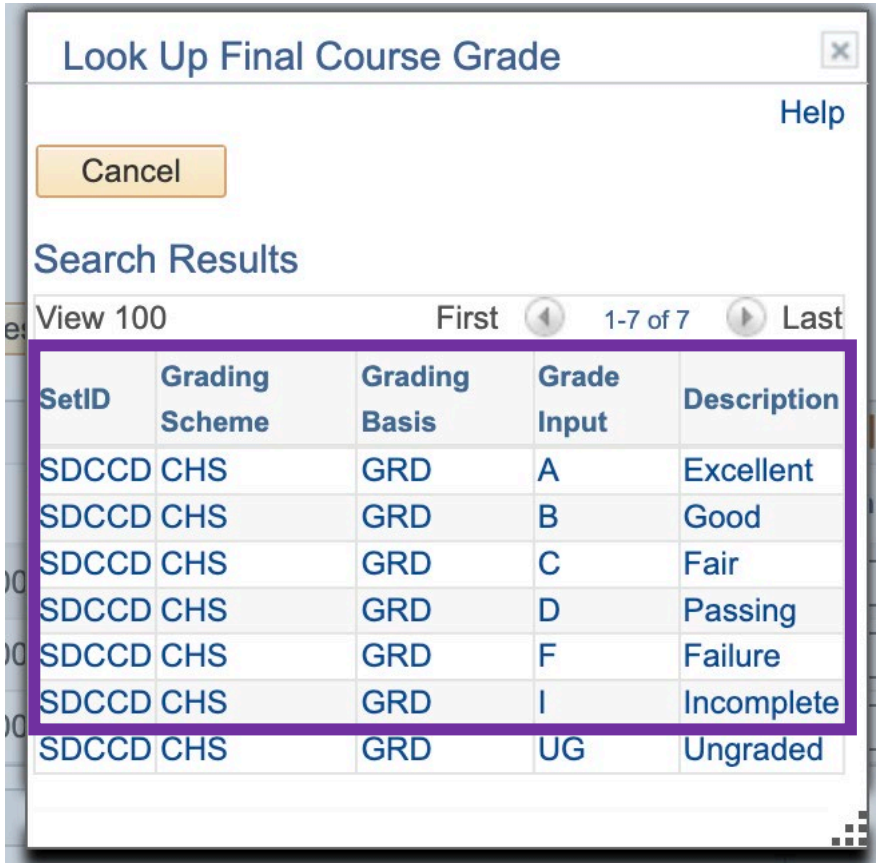
Completion

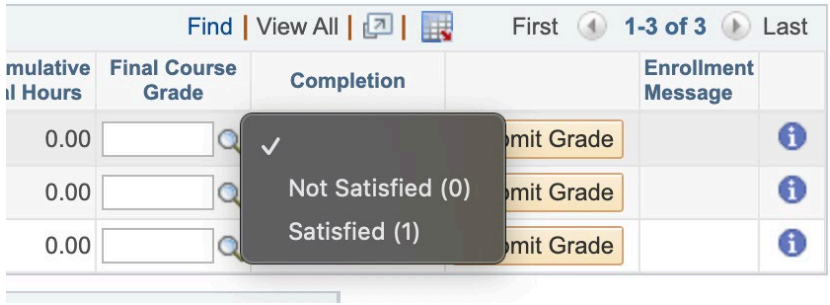
- Satisfied (1): if the student earned a high school credit
- Not Satisfied (0): if the student did not earn a high school credit

****If a student does not complete at least 30 hours, a grade of UG and Not Satisfied should be assigned.*

High school credit should only be issued when a student has completed a minimum of 54 attendance hours and has completed the assigned coursework.

HSDP





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Credit By Exam

Final Course Grade Entry

- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing
- SP = Satisfactory Progress
- UG = Ungraded
- I = Incomplete

Assessment Grade Entry

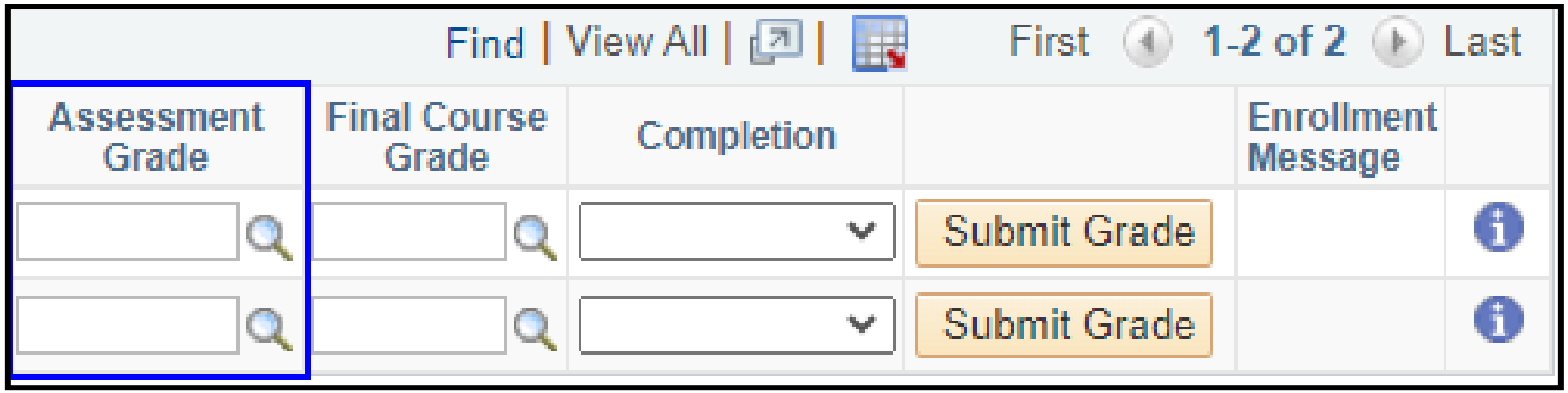
- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing
- UG = Ungraded

Completion

- Satisfied: if the student earned the course certificate
- Not Satisfied: if the student did not earn

SP and incompletes (I) should not be issued for assessment grades

Credit By Exam



Continuation Courses

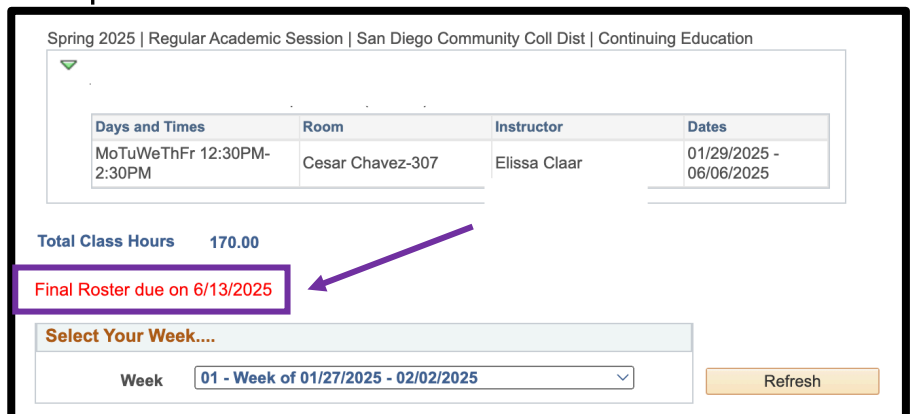
- Assessment grades should only be issued when the assessment is given
- Example: If a course starts in fall 2024 and finishes in spring 2025, and the assessment is not given during fall, students should be issued a UG for assessment grade.

Additional Information

- Grade rosters are due one week after the course end date.
- Incompletes must be completed within the next two semesters, excluding summer.
  - Incompletes (I) are not removed from a student's transcript

Grading Errors

- Grade changes require the instructional dean's approval
- Grade change forms must be submitted to the Student Services Office at the campus where the course is offered.
  - Forms can be submitted online by emailing the campus attendance email or in person.



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Additional Information

- Cesar Chavez Attendance/Rosters: CCECesarChavezAttendance@sdccd.edu
- ECC Attendance/Rosters: CEEECCAttendance@sdccd.edu
- Mid-City Attendance/Rosters: CCEMidCityAttendance@sdccd.edu
- CE Mesa Attendance/Rosters: CCEMesaAttendance@sdccd.edu
- CE Miramar Attendance/Rosters: CCEMiramar@sdccd.edu
- North City Attendance/Rosters: CCENorthCityAttendance@sdccd.edu
- West City Attendance/Rosters: CEWestCityAttendance@sdccd.edu

Thank you!!