



SAN DIEGO COLLEGE OF CONTINUING EDUCATION

VICE PRESIDENT OF INSTRUCTIONAL SERVICES OFFICE

4343 Ocean View Boulevard, Room 104

San Diego, California 92113-1915

619-388-4850

619-388-4978 Fax

DATE: June 13, 2022

TO: College of Continuing Education Faculty

FROM: Michelle Fischthal
Vice President of Instruction

SUBJECT: COLLEGE OF CONTINUING EDUCATION GRADING AND CREDIT POLICIES

Below are the College of Continuing Education Grading and Credit Policies by program aligned to the student information system, PeopleSoft Campus Solutions. Faculty should adhere to this policy when issuing grades, credit, and completion in their respective program.

ABE/ASE/HSE

Academic grade symbols for ABE/ASE/HSE courses are **SP** for Satisfactory Progress and **UG** for Ungraded.

- Attendance/Grade Rosters need to be submitted with a grade symbol entry and indication of course certificate completion.
- Grade symbol entry of SP if the student is progressing or UG if the student is not progressing.
- Indication of Satisfied if the student earned the course certificate and Not Satisfied if the student did not earn the course certificate.
- A grade entry of I = Incomplete should not be issued.

CTE

Attendance/Grade Roster for all Career Technical Education courses need to be submitted with a grade entry and indication of course certificate completion (if applicable)*. **There are a small number of Career Technical Education courses that do not require a grade entry.*

- The following grade entries should be used:

A = Excellent

B = Good

C = Satisfactory

D = Less than Satisfactory

F = Failing

CTE (continued)

- In cases where Career Technical Education courses total class hours are scheduled to meet less than the approved Course Outline of Record hours, Attendance/Grade Rosters may need to be submitted with a grade symbol entry of **SP** for Satisfactory Progress and **UG** for Ungraded and indication of Not Satisfied for course certificate completion. Please note that the grade symbol entry of **SP** refers to when a student is progressing and the grade symbol entry of **UG** is used if the student is not progressing.
***These cases will require pre-approval from Program Dean and the Instructional Services Office.*
- Fully in-person open-entry/open-exit Office Skills Laboratory courses may submit a grade symbol entry of **SP** for Satisfactory Progress and **UG** for Ungraded and indication of Not Satisfied for course certificate completion based on the student's ability to achieve course outcomes during the time they attended the course. Please note that the grade symbol entry of **SP** refers to when a student is progressing and the grade symbol entry of **UG** is used if the student is not progressing.
- Indication of Satisfied if the student earned the course certificate and Not Satisfied if the student did not earn the course certificate.
- A grade entry of I = Incomplete shall only be issued to a student with 30 or more attendance hours for an in-person class or to a student who participated past the 2nd census for an online class due to incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the class. Incomplete grades must be completed within the next two semesters (summer sessions excluded). Please note, an "I" for noncredit does not get replaced on the student's transcript. The repeated course taken in the appropriate semester will reflect the earned grade.

ESL

Academic grade symbols for ESL courses are **SP** for Satisfactory Progress and **UG** for Ungraded.

- Attendance/Grade Rosters need to be submitted with a grade symbol entry and indication of course certificate completion.
- Grade symbol entry of SP if the student is progressing or UG if the student is not progressing.
- Indication of Satisfied if the student earned the course certificate and Not Satisfied if the student did not earn the course certificate.
- A grade entry of I = Incomplete should not be issued.

HSDP

Attendance/Grade Rosters for HSDP courses need to be submitted with a grade entry and indication of high school credit completion.

HSDP (continued)

- The following grade entries should be used when a student completes a minimum of 30 hours:

A = Excellent

B = Good

C = Satisfactory

D = Less than Satisfactory

F = Failing

- Indication of Satisfied (1) if the student earned a High School Credit and Not Satisfied (0) if the student did not earn a High School Credit.
- High School Credit is only to be issued when a student completes a minimum of 54 hours of attendance and has completed the assigned coursework.
- A grade entry of I = Incomplete shall only be issued to a student with 30 or more attendance hours for an in-person class or to a student who participated past the 2nd census for an online class due to incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the class. Incomplete grades must be completed within the next two semesters (summer sessions excluded). Please note, an "I" for noncredit does not get replaced on the student's transcript. The repeated course taken in the appropriate semester will reflect the earned grade.
- If a student does not complete a minimum of 30 hours, a grade entry of UG and indication of Not Satisfied (0) will need to be submitted.

Non-Certificate Programs (DSPS & Emeritus)

- No grade entry is required

Applicable to ABE/ASE/HSE, CTE, ESL, and HSDP

- **Grade Changes** – In the absence of mistake, fraud, incompetence, or bad faith, the determination of a student's grade by an instructor shall be final once they have been submitted on the official attendance/grade roster. (Title 5, Section 55025)
- **Recording of Grades/Credit** – All grades and credits must be recorded on the official attendance/grade roster.

MF/lvb