

# ROSTERS + POSITIVE ATTENDANCE AND NON-CREDIT GRADING REPORTING MEMO

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Dear Colleague,

You are teaching a class that requires positive attendance accounting and reporting and non-credit grading, CRN \_\_\_\_\_. Follow these simple steps to comply with California Title V and Rio Hondo Community College District policies concerning this type of class.

1. At the end of the term, total up the number of hours for each student. Remember that in general, the number of hours for each student cannot exceed the indicated maximum number of hours set in the curriculum.
2. When you are ready to submit final grades, you'll also be asked to submit positive attendance hours. Enter the total actual attendance hours for the semester earned by each student. By entering these totals, you are certifying that the hours are a true and accurate accounting of actual attendance.
3. Before submitting final grades and hours, please double check your reporting for omitted or mis-keyed information. For example, you might have incorrectly issued someone a passing letter grade with zero hours of attendance, which is inaccurate.
4. After submitting grades and hours, please submit your *signed* and *dated* attendance log to the CTE Division Office via email, U.S. mail, intercampus mail, or in person.

## Grading for non-credit classes

**P (Pass)** – Students with P grades normally attend school more consistently and are able to achieve the course outcomes.

**SP (Satisfactory Progress)** – The SP designation shows that students are progressing and have acquired some of the skills or knowledge needed to achieve course outcomes, but still have work to do. The SP designation is therefore a reflection of student progress and success.

**NP (No Pass)** – Students with the fewest hours of attendance earn an NP grade because they are not able to achieve the course outcomes in the limited time they have attended.