

## Spring 2024 End of Term Information for Faculty

### Important Dates

- **Final Grades Due by 11:59 p.m. – June 3**

### Final Grades/Positive Attendance is now open for submission

Final Grades/Positive Attendance hours may be entered now through the Faculty Portal until the Deadline of **Monday, June 3 at 11:59 p.m. (PDT)**. Please see the online Faculty handbook for detailed information regarding submission of final grades.

**NOTE:** Positive Attendance **MUST** be entered for all courses designated **TBA**, or with any **TBA** component, per California Education. Code.

### Record Retention

Instructors must keep all grading & positive attendance records for 3 years.

### Please Note:

- *Students who have withdrawn from your classes & received a “W” symbol or Audit Students, will trigger an error message even after you have successfully submitted your grades.*
- *Grade entry may be required on multiple pages for large classes.*
- *Faculty must enter a last date of attendance for all students receiving a FW grade. If the date of “last date of attendance” is not known an approximation is acceptable. This is a requirement for institutional compliance with Department of Education Title IV Financial Aid.*

### For assistance please contact:

### Course not appearing in your portal, cannot input Positive Attendance Hours, or course is incorrectly coded Positive Attendance:

Contact Office of Instructional Management

Alex Suarez Maldonado  
asuarezmaldonado@marin.edu

Grace Mengqi Yuan  
meyuan@marin.edu

### College Grading Policy & Evaluative Symbols

Contact the Dean of Enrollment Services

Jon Horinek  
jhorinek@marin.edu

### Grade submission via the MyCOM Portal

Contact Enrollment Services

Jennifer Spease  
jspease@marin.edu

### Inputting Positive Attendance

Contact Enrollment Services

Gina Longo  
glongo@marin.edu

## Grading and Academic Record Symbols

### Evaluative Symbols

A	Excellent (Grade point value shall be 4.0)
A-	(Grade point value shall be 3.7)
B+	(Grade point value shall be 3.3)
B	Good (Grade point value shall be 3.0)
B-	(Grade point value shall be 2.7)
C+	(Grade point value shall be 2.3)
C	Satisfactory (Grade point value shall be 2.0)
D+	(Grade point value shall be 1.3)
D	Less than satisfactory (Grade point value shall be 1.0)
D-	(Grade point value shall be 0.7)
F+	(Grade point value shall be 0.3)
F	Failing (Grade point value shall be 0.0)
FW	Failing Withdraw indicates that a student has both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received District authorization to withdraw from the course under extenuating circumstances.
P	Passing (At least satisfactory – units awarded not counted in GPA)
NP	No Pass (Less than satisfactory, or failing – units not counted in GPA)
SP	Satisfactory Progress towards completion of the course (Used for non-credit courses only and is not supplanted by any other symbol.)

### Non-Evaluative Symbols

I	An incomplete grade may be assigned to a student who cannot complete a small portion of the required academic work for justifiable emergencies or unforeseeable reasons at the end of the semester. This will result in an "I" symbol being entered in the student's record.
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The decision to give an Incomplete rest solely with the instructor. A student who receives an Incomplete must consult with the instructor and make up the work no later than one semester following the end of the semester in which the "I" was assigned, (excluding summer sessions). After one semester the alternative grade will become permanent if the student fails to resolve the incomplete.

Effective Spring 2024 (202410) the incomplete grade will no longer be available to faculty for assignment in the MyCOM final grade roster. To assign an incomplete, faculty are asked to follow the steps outlined below:

1. Enter the final grade (the grade the student would receive if the incomplete grade is not resolved) in the final grade roster using the MyCOM Faculty Portal.
2. Complete the [ONLINE Incomplete Requirement Form](#) online for each incomplete grade assigned.
  - a. Enrollment Services staff will use this form to manually replace the final grade on the final grade roster prior to grade certification.

**Incomplete grades should never be assigned to students without their knowledge of the requirements for resolving the grade.**