



To: All Faculty
From: Faculty Services
Date: May 25, 2010
Subject: **GRADE COLLECTION FORM
(February 8 – June 7, 2010)**

Grade Collection Rosters were placed into instructors' mailboxes at B-1 Building. Please submit grades to the Office of Admissions and Records (A-13 Building) by the deadline date. Delays compromise students' academic records and transfers.

**GRADE COLLECTION FORMS ARE DUE BY:
TUESDAY, JUNE 15, 2010**

- ❖ All students must be assigned a letter grade other than a "W". **DO NOT LEAVE ANY BLANKS.** Write and bubble in letter grade using a #2 pencil ONLY.
- ❖ **IT IS TOO LATE TO EXCLUDE STUDENTS VIA ONLINE SYSTEM**
- ❖ **INCOMPLETE CARDS:** Incomplete cards should only be issued under extenuating circumstances. An incomplete grade should be discussed with the student and the terms and timeline for completion agreed upon.
- ❖ **IN-LIEU OF GRADE CARDS and GRADE CHANGE REQUEST CARDS:** In-lieu of Grade Cards and Grade Change request cards must be submitted by instructors to the Office of Academic Affairs for approval.
- ❖ PLEASE DO NOT FOLD, STAPLE, USE INK, OR MARK THE SIDES OF THE GRADE COLLECTION FORM OTHERWISE IT WILL BE REJECTED BY THE SCANNER. USE #2 PENCIL ONLY.
- ❖ Online submission must be followed by a signed hard copy (print-out) to the Office of Admissions and Records. In addition to signed hard copy (print-out), your signed grade collection rosters need to be submitted at the Office of Admissions and Records. However, if instructors do not use the online system to submit grades, grade collection rosters must have letter grades written in, need to be bubbled, signed, and submitted to the Office of Admissions and Records.

You can view your roster and assign grades using the Internet. Visit WLCA's Faculty and Staff Page at www.wlac.edu or LACCD Faculty and Staff Resource www.laccd.edu

The Office of Admissions and Records office hours are as follows:

8:30 am – 5:00 pm Monday and Thursday
8:30 am – 7:00 pm Tuesday and Wednesday
8:30 am – 1:00 pm Friday