



RRCC Grade Policies

Course Drops	<p><u>Before the drop deadline</u></p> <p>A student will have the option to drop a course. A drop does not appear on the student's academic record and no tuition is charged.</p> <p>The High School Relations Office will work with you to identify any necessary drops immediately following registration.</p>
Course Withdraws	<p><u>After the drop deadline</u></p> <p>A student will have the option to withdraw from a course. A withdraw will result in a "W" grade on their transcript that will not impact their college GPA. Multiple withdraws may impact student's completion rates and future financial aid eligibility. 100% of the tuition is still charged to the school district. Students are required to submit a withdraw request to initiate a withdraw.</p> <p><i>The withdraw option should be considered if the student is at risk of earning a final grade below C.</i></p>
Incomplete Grades	<p>The "I" grade is a temporary grade that can be issued to a student with an agreement that additional coursework will be completed by an agreed upon deadline. Students must have completed 75% of the coursework with a grade C or higher.</p> <p>After the grading period, instructors will submit a grade change request online to change the "I" grade to a final grade of A-F.</p> <p>Required Incomplete Grade requests are submitted on The Rock. RRCC Dean approval required.</p>
Administrative Withdraws	<p>On rare occasions, an Administrative Withdraw can be requested by the instructor on a student's behalf. "AW" grades are for students who have encountered verifiable extenuating circumstances that prevented the student from completing coursework, such as illness or injury.</p> <p>Consult with the Concurrent Enrollment Office. RRCC Dean Approval required.</p>
Grade Changes	<p>In some instances, when changes to submitted grades are needed, instructors can submit a Grade Change Form online through "The Rock".</p> <p>RRCC Dean approval required.</p>
Instructional Technologies	
The Rock	<p>The Rock is the official college portal. On The Rock, you can access your course rosters, post student grades, find Concurrent Enrollment state reports and faculty resources.</p>
Desire2Learn (D2L)	<p>Desire2Learn (D2L) is the college's online learning platform. On D2L, you can access your course shell to post your syllabus, mid-term grades and final grades.</p> <p>Additionally, you can utilize D2L to post course content and access faculty tools such as discussion boards and other valuable resources.</p>

The Rock Portal

“The Rock” is the official college portal where you can access RRCC rosters, instructor resources and complete instructor tasks, such as posting grades.

Concurrent Enrollment instructors are required to perform the following tasks on “The Rock”:

- Review RRCC class rosters (after registration and before withdraw deadline)
- Post final RRCC grades at the end of each semester

Instructions on how to review rosters and post grades can be found on the Faculty tab on The Rock.

In addition to performing required instructor tasks, the portal is also where you can find Concurrent Enrollment FAQ’s, annual reports and faculty resources.

To Log-in to “The Rock”:

- Go to www.rrcc.edu
- Click on **the rock** Link
- Log in with your RRCC “S Number” and password (your default password is your birthdate: mmddyy)
- Grade posting tutorial video:

Desire2Learn

Desire2Learn (D2L) is the online learning platform used by the Colorado Community Colleges, as well as state colleges and universities to deliver course content.

Concurrent Enrollment instructors are required to perform the following tasks on Desire2Learn:

- Upload a copy of course syllabus
- Enter mid-term grades
- Enter final grades

Instructions on how to upload your syllabus and post grades on D2L can be found on the Faculty tab on The Rock.

The use of D2L is highly encouraged as it provides Concurrent Enrollment students with exposure to the online learning environment they may encounter in future college courses.

To access Desire2Learn course shells:

- Log into “The Rock” portal



- Click on [Course Access](#) link
- Select “Click here to access your RRCC Desire2Learn classes”

We’re here to help:

RRCC IT Helpdesk (“The Rock” log in support): 1-888-800-9198- password resets/log-in assistance

Instructional Technology and eLearning (D2L support and assistance): (303) 914-6607- assistance with D2L

Highschoolrelations@rrcc.edu: assistance with Concurrent Enrollment student grading

Student.Records@rrcc.edu: assistance with Adult WT student grading

Grade Posting Tutorial Video (The Rock):

<https://www.dropbox.com/s/cvsnuxv9pevaxj9/Submitting%20Final%20Grades.mp4?dl=0>

Desire2Learn Tutorial Video (D2L)

<https://rrcc.yuja.com/V/Video?v=339824&node=1643875&a=1156470653&autoplay=1>