

Dear Faculty,

As we wrap up another fantastic summer term, I want to express my heartfelt thanks to each of you for your incredible dedication and commitment to education. Your passion and hard work have played a huge role in our students' achievements, and I'm genuinely grateful for all that you do. **With the semester coming to a close, it's time to submit your final grades. All grades are due by Tuesday, August 6<sup>th</sup>.**

**Final Grades for the Summer 2024 semester must be posted by  
Tuesday, August 6<sup>th</sup>.**

*In accordance with the current AFT contract, section 5.2.A (1), grades are due 2 working days after finals. Please notify your dean immediately if you cannot meet the grading deadline. Online grading instructions are provided below for your convenience.*

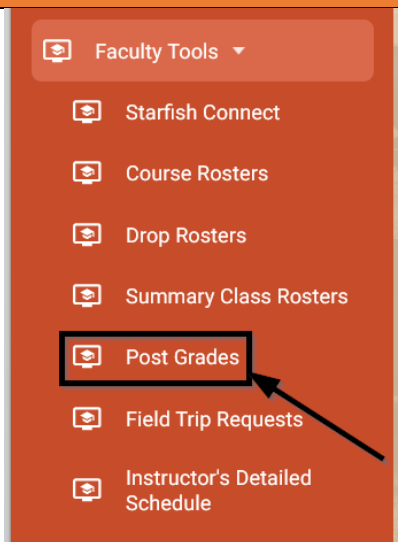
Here are some important reasons to ensure final grades are submitted on time:

- **Financial Aid:** Grades must be posted before Financial Aid can be awarded for the summer term. The [Financial Aid Office](#) needs to calculate "Satisfactory Academic Progress," and all grades must be in by the deadline. Delays in grade submission can lead to delays in financial aid disbursements, which means students might not have the funds needed to purchase textbooks at the start of the semester.
- **Academic Standing:** We can't assess academic standing until all grades are submitted. Students who have lost their [California College Promise Grant](#) (formerly Board of Governors Fee Waiver) will not be able to appeal for reinstatement based on significant academic improvement until all grades are in.
- **Pre-requisite Drops:** Processing of pre-requisite drops depends on having all grades submitted.
- **Course Planning:** Timely grade submission allows students to see if they need to repeat a course, helping them plan their schedule and register for additional classes if necessary.

- **Employment Opportunities:** Students applying for job promotions, employee reimbursements, or new job opportunities may be affected if their transcripts are not updated with all their grades.
- **Final Transcripts:** Processing final transcripts efficiently relies on having all grades assigned as expected.
- **University Admissions:** Students awaiting decisions from universities may face delays until their grades are posted.

## GRADING INSTRUCTIONS -- [GRADING TUTORIAL VIDEO](#)

1. Go to [my.vcccd.edu](http://my.vcccd.edu) to access the "Faculty" portal
2. Log in using your "Username" and personal "Password"
3. Click on "Faculty Tools" or type "Post Grades" in the search field
4. Click on "[Post Grades](#)" under faculty tools
5. Select the current term and click the submit button
6. Select the correct CRN and click the submit button
7. Grade students by selecting the appropriate grade from the drop-down box in the Grade column (positive attendance course – post hours).



For each student, select their grade from the drop-down box to the right of the student's name. When you're done, click **Submit**.

For security purposes, the final grade screen will time out after 30 minutes of inactivity. Click the **Submit** button often, as you will lose any grades not submitted within 30 minutes.

Record a grade for every student except students who have officially dropped your class; those students will have the "**W**" already posted so no grade entry is needed. If a student has been dropped, you may reinstate the student. See "Reinstating a Student" below.

**Reminder:** You are required to input the last date of attendance for any students who receive an “F” or “NP” grade. Your online grade roster will return an error if an “F” or “NP” is awarded without the attendance date. **NOTE: The [last date of attendance](#) for a student enrolled in an online course is the last date the student engaged in participating in assignments. It should not be the last date the student logged into the course.**

The last date of attendance box for any “F” or “NP” grade issued will not appear until you click on “Submit”. When you initially select the grade of “F” or “NP”, the last date of attendance will say “None” until you click on submit. If you are prompted to input a last date of attendance for a “W”, ignore it. The last date of attendance is not required for any “W”s.

Below is a screen print of the error you will encounter after you click on submit. Once you enter the last date of attendance, you will need to click on submit again to save your grades. The last date of attendance should be inputted in the following format: “MM/DD/YYYY (i.e. 08/06/2024)”.

**Not sure how to access the last date of participation in Canvas?** From inside Canvas, in the menu items on the right, select New Analytics, Students and from there you can see the last date the student interacted with the course beyond just "walking by the classroom and not even saying, "Yo!". Click on [Access Last Date of Participation](#) to view a step-by-step instructional video.

*Final Grades*

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours	Registration Errors	Email
1		900	4.000	**Web Registered**	F N	<input type="text" value=""/>	999999.999 None	30 Last date of attendance required for this grade.	Last date of attendance required for this grade.

**POSITIVE ATTENDANCE COURSES**

Detailed backup outlining **DAILY** Positive Attendance records are required for the annual audit. Division offices no longer collect detailed backup. Please upload your PDF or Excel or .CSV file via [Positive Attendance Record Submission](#) *in*

**addition to entering your per student total hours on the grade roster based on the following guidance:**

- For positive attendance-type classes, enter the positive attendance hours on the final grade roster when you submit your grades. Most classes are not positive attendance, so the HOURS column will say N/A. All students enrolled in your course will appear on your final grade roster, even if they dropped the course. Please record all hours for all students, as apportionment is based on total posted hours. **This includes students who dropped with a “W” or “EW”.**

The funding for positive attendance courses is solely based on the number of hours you collect and report, so it is very important that you keep a detailed record of the student’s attendance.

To ensure that we have the necessary attendance records for future audits, the attendance records for positive attendance courses **must be submitted to A&R at the end of every semester.** This will avoid the tracking down of these records during an audit. When you submit your records, please make sure they are legible.

### **SP GRADE FOR NONCREDIT CLASSES**

- The SP grading option is available for all noncredit classes. The SP evaluative symbol is defined as “Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol).”
- The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. This SP grade is intended for students who came to class and learned something but didn’t gain the competencies of that class. SP is considered a non-passing grade.
- All noncredit classes will have the option of an SP grade regardless if your class is graded on the basis of Pass/No Pass or letter grade. The SP grade will be available in the final grade roster when you issue grades for your class.
- An SP grade will not count towards a noncredit certificate until the student has reregistered for the course and achieves a “P” or letter grade (C or better).

## REINSTATING A STUDENT

To reinstate a student you dropped in error, please complete the online electronic Reinstatement Petition. Assign the student's final grade on the form and submit it to your dean for approval. We will reinstate the student into your class, remove the "W" grade, and post the correct grade for you. The online electronic [Reinstatement Petition](#) is available online in the portal under the faculty tab.

## INCOMPLETE GRADES

When you give a student an "Incomplete" grade, you must also assign a default grade. The default grade is the grade the student will receive if the student does not complete the missing work in one year. Each default grading option is listed: IB, IC, ID, IF, INP (no pass). Click on the grade corresponding to the grade the student will receive if they do not complete the work.

- **Reminder: When you assign an incomplete grade, you must submit the [Incomplete Grade Agreement](#).** On it, you will identify the work the student needs to complete to receive a grade in the class. The default grade on the Incomplete Grade Agreement must match the default grade you assign online. The default grade will automatically be assigned in one year if you do not submit a change of grade.
- **NOTE: AN "IC" DOES NOT STAND FOR INCOMPLETE. AWARDED A STUDENT, AN "IC" MEANS THAT YOU ARE AWARDED AN INCOMPLETE, AND THE STUDENT WILL RECEIVE A DEFAULT GRADE OF A "C" IF THE STUDENT DOESN'T MAKE UP THE WORK.**

I recommend that students contact the [Counseling Office](#), [Financial Aid Office](#), [Transfer Office](#), or other programs in which they are enrolled (ex: [CalWorks](#), [EOPS](#), [Veterans](#), etc.) to understand better the potential impact of receiving an Incomplete Grade.

## CORRECTING A GRADE

**You have only until the close of business on the day you submit your grades to change a grade online.** Once grades are rolled to history in the database each day, you can no longer change a grade. After grades are finalized and Academic Standing is

evaluated, grade changes will require division approval which is obtained by submitting the [Grade Change Petition](#).

The [grade change petition](#) will be routed electronically to your dean for approval and sent to the Admissions and Records Office for processing after it is approved. You will be notified via email once it has been processed.

You can see if a grade has been rolled by checking the "Rolled" column on the final grade roster. If there is a "Y", you can no longer correct a grade on-line and must complete an interim grade change form.

### **PARTIAL GRADE ENTRY**

You do not have to enter all grades for all students in your class in the same grading session. For instance, if you have a student who needs a grade posted immediately, you may grade only that student leaving the remaining students to be graded at a later time.

### **GRADE AVAILABILITY TO STUDENTS**

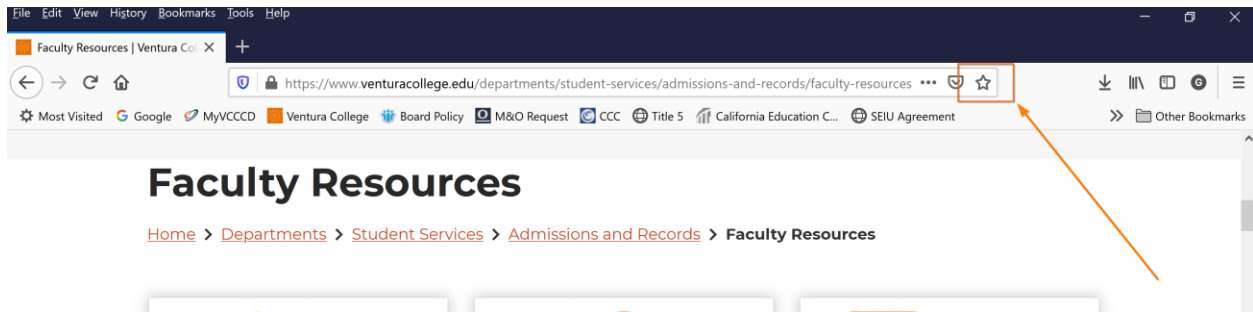
Grades are posted to student transcripts daily and are available to students within 24 hours of being posted, including weekends and holidays.

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As a reminder, please don't forget to bookmark the [Faculty Resources webpage](#) by clicking the "star" in your browser for easy access in the future.



If you encounter any challenges or need support during this process, please do not hesitate to reach out to our dedicated Admissions & Records team at [VCAdmissions@vccd.edu](mailto:VCAdmissions@vccd.edu) or 805-289-6457. We are here to assist you in any way we can!

Thank you,  
Gaby



*Gaby Gasamsama-Acuna*  
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Admissions & Records  
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