Dear Faculty,

I hope you, your families, and your loved ones stay safe and healthy. I am immensely grateful for your hard work and unwavering dedication to supporting our students.

The guidance from the California Community College Chancellor's Office regarding the COVID-19 State of Emergency is still in effect through **December 31, 2022.** Below is a summary of the changes we have implemented within our district regarding the executive orders. This is also located online at www.venturacollege.edu/forms under **COVID-19 Related Petitions**.

Excused Withdrawal (EW) due to COVID-19

The deadline to request an Excused Withdrawal due to COVID-19 with no documentation has been extended to December 31, 2022. This new deadline applies to all terms impacted by the pandemic (Spring 2020 – Fall 2022). Students who request and receive an Excused Withdrawal are not eligible for a refund. Beginning in 2023, students can apply for an Excused Withdrawal, but documentation will be required. Students submitting an Excused Withdrawal Request due to COVID-19 for any terms impacted by the pandemic (Spring 20 – Fall 22) should select "COVID-19 Pandemic Related."

Students can access the Excused Withdrawal Request form online at www.venturacollege.edu/forms.

Pass/No Pass Grading Option for Fall 2022 – Extended to December 31, 2022

Students may request a change from a letter grade (A-F) to a P/NP (pass/no pass) symbol until December 31, 2022, for the Fall 2022 semester. Not all classes will offer the Pass/No Pass grading option, so please check the college catalog or the course outline of record to determine if this is an option for your students. We encourage all students to speak to an academic counselor before they submit a request for P/NP grading.

The Pass/No Pass Request form can be accessed online at www.venturacollege.edu/forms.

- I strongly encourage your students to speak with an academic counselor at (805) 289-6448 before opting into Pass/No Pass for a **Fall 2022** course.

- When students sign this form, they will be prompted to enter their email address to verify their identity. **Please instruct students only to enter their MyVCCCD email.**

Incompletes

An Incomplete Grade can be issued to a student as a result of the COVID-19 State of Emergency. Under normal circumstances, the incomplete can only be awarded at the end of the term, but the CCCCO is allowing an incomplete grade to be issued during the course of the semester due to COVID-19. **It will be up to the faculty to determine if an Incomplete Grade is appropriate.**

For the duration of the COVID-19 crisis, faculty should assess on a student-by-student basis when using an "I" symbol would be appropriate for a student impacted by COVID-19 and whether the student's circumstances constitute an "**unforeseeable, emergency, and justifiable reason**" for needing additional time. When you assign an incomplete grade, you must also submit the Incomplete Grade Agreement.

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.

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. AWARDING 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.

Final Grades for the Fall 2022 semester must be posted by Saturday, December 17th.

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. On-line grading instructions are provided below for your convenience.

The following are some reasons why final grades must be submitted on time:

- Grades must be posted and reviewed before Financial Aid can be awarded for the Spring semester. **The Financial Aid Office needs to calculate "Satisfactory Academic Progress,"** and all grades must be posted by the grade submission deadline. If grades are delayed, so are FA disbursements, which means students will not have their funds early enough to buy textbooks at the beginning of the semester.
- **Academic standing cannot be run until ALL grades have been submitted.** Students that lost their California College Promise Grant (Formerly Board of Governors Fee Waiver) will not be able to appeal based on significant academic improvement until all grades are submitted.
- **Pre-requisite drops cannot be run until all grades are in.**
- **Students need to know if they have to repeat a course.** A timely submission will allow students to plan their schedule and register for another class if needed.
- Students applying for job promotions, employee reimbursements, and employment opportunities will be impacted if their transcripts are not up to date with all grades reported.
- **Final transcripts** cannot be processed in a timely manner without the expected grades assigned.
- Students awaiting **admission decisions from Universities** will experience delays until grades are posted.

Grading Instructions

1. Go to my.vcccd.edu to access the "Faculty" portal
2. Login using your "Username" and personal "Password"
3. Click on the "Faculty" tab
4. Click on "Post Grades" under faculty self service
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"** or **"EW"** already posted, so no grade entry is needed. If a student has been dropped, you may reinstate the student: Reinstatement Request.

Reminder: You are required to enter 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.

- PLEASE NOTE THAT AN ERROR WILL PREVENT ALL GRADES FROM BEING SUBMITTED UNTIL THE REQUIRED DATE IS PROVIDED.
- IF A STUDENT ATTENDED ALL SEMESTER AND EARNED AN "F", THEN THE LAST DATE OF ATTENDANCE SHOULD BE THE LAST DAY OF THE TERM.

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., 12/17/2022)".

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number	Errors	Email
1		900	4.000	**Web Registered**	F ▾	N		None	30	Last date of attendance required for this grade.	Last date of attendance required for this grade.

> **Positive Attendance Courses**

Detailed backup outlining <u>DAILY</u> Positive Attendance records are required for the annual audit. Detailed backup is no longer collected by division offices. 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

- Effective Fall 2020, we have added the SP grading option to 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 dropped in error, please complete the Reinstatement Request. Assign the student's final grade on the form so we can reinstate the student into your class, remove the "W" grade, and post the correct grade for you.

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.

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.
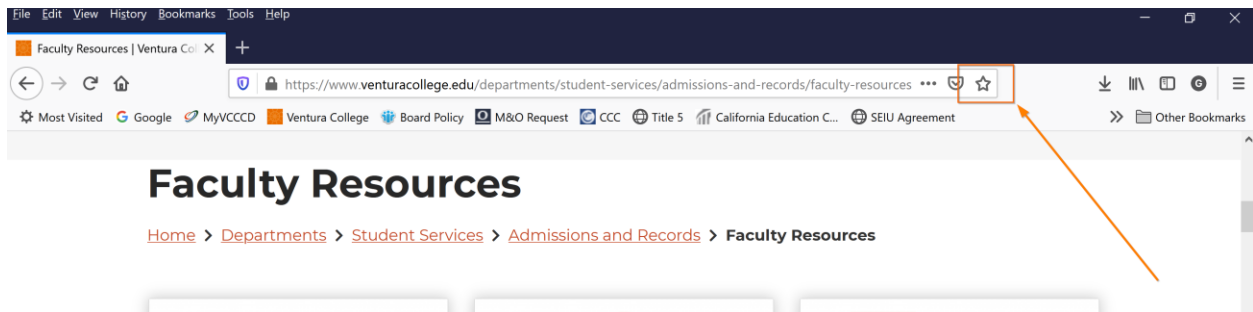
Grade Availability to Students

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

Deadline for Grade Submission – Saturday, December 17th

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.

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.

VENTURA COLLEGE
ADMISSIONS and RECORDS
4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

Faculty Resources

Home > Departments > Student Services > Admissions and Records > **Faculty Resources**

If you have any issues, reply directly to me with your request for more information or records processing. Stay safe! And thank you for your service to our students.

Thank you,
Gaby

Gaby Asamsama-Acuna
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Admissions & Records
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