

Arrr, matey!

As we sail toward the finish line, I want to thank you for your incredible dedication and hard work. Each of you plays a vital role in shaping our students' success, and I truly appreciate the time, energy, and care you give to make their educational journey meaningful. It's time to hoist the sails and submit those final grades! **Final Grades for the Fall 2024 semester are due by Tuesday, December 17th.**

**Final Grades for the Fall 2024 semester must be posted by
Tuesday, 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. Online grading instructions are provided below for your convenience.

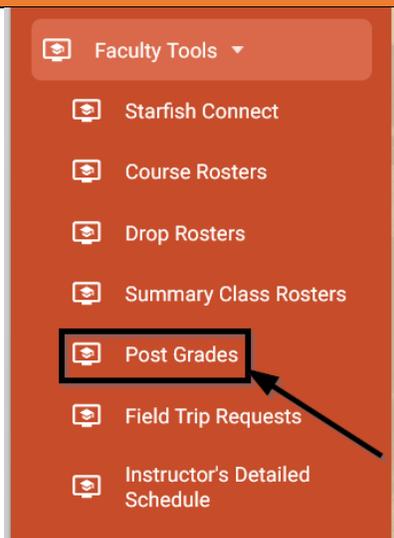
The following are some reasons why final grades must be submitted on time:

- 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 enough funds to buy textbooks early at the beginning of the semester.**
- **Academic standing cannot be run until ALL grades have been submitted.** Students who 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 -- [GRADING TUTORIAL VIDEO](#)

1. Go to 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.

HELPFUL REMINDERS

- **Attendance Dates:** If you assign an “F” or “NP” grade, be sure to include the last date of attendance. For online classes, this is the last day the student actively participated in assignments—not just logged in.
 - Below is a screenshot 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. 12/13/2024)”.
 - **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!"

Final Grades

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

- **Incomplete Grades:** When assigning an incomplete grade, complete the [Incomplete Grade Agreement](#) and include a default grade in case the student doesn't finish the required work.
 - **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.**
 - 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.
- **Positive Attendance Records:** Keep detailed attendance logs for positive attendance courses and submit them along with your grade roster. These records are essential for audits. **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 that 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.”**
- **Grade Changes:** If you need to adjust a grade after submission, you’ll need division approval through the [Grade Change Petition](#). **You have only until the close of business on the day you submit your grades to change a grade online.**
 - Check the “Rolled” column on the final grade roster if a grade has been rolled. If there is a “Y,” you can no longer correct a grade online and must complete a [Grade Change Petition](#).
- **Final Grades Posting:** Grades are posted to student transcripts daily and available within 24 hours of posting, including weekends and holidays.

If you run into any issues or need assistance, our [Admissions & Records](#) team is here to help! You can reach us at VCAdmissions@vccd.edu or 805-289-6457.

Thank you for everything you do to support our students and make this campus special. I’m truly grateful for your partnership and commitment to their success.



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