

# GRADES

## Letter Grading Scale

Courses are graded pursuant to the grading system established by Title 5, Section 55023. The following evaluative symbols will be used to measure student work:

### Evaluative Symbol

Grade	Description
A	Excellent (4 points per semester unit)
B	Good (3 points per semester unit)
C	Satisfactory (2 points per semester unit)
D	Less than satisfactory (1 point per semester unit)
F	Failing (0 point per semester unit)
P	Pass, at least satisfactory (units awarded not counted in GPA; Replaced CR effective Fall 2009); used to denote "passed with credit" when no letter grade is given. Credit is assigned for work equivalent to a letter grade of "C" or better.
NP	No Pass, less than satisfactory, or failing (units not counted in GPA; replaced NC effective Fall 2009)
SP	Satisfactory Progress toward completion of the course (used for noncredit courses only and is not supplanted by any other symbol.)
CRE	Credit by Exam (units awarded not counted in GPA; grades awarded include: A, B, C, D, F, or P/NP; CRE was used as a grading symbol prior to Fall 2015)

Grade point averages are calculated by dividing the number of grade points earned by the number of units attempted.

### Non-Evaluative Symbols

The Ventura County Community College District (VCCCD) Board of Trustees has authorized the use of the non-evaluative symbols "I," "IP," "RD," "W," and "MW" defined as follows:

#### I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Admissions & Records Office until the conditions are met (the "I" is made up) or the time limit is passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

#### IP - In Progress

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

#### RD - Report Delayed

The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

#### W - Withdrawal

##### Withdrawing from Semester-Length Classes

Students may withdraw from full semester-length classes through the end of the 14th week. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the end of the 14th week. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after the end of the 14th week will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

##### Withdrawing from Short-Term Classes

Students may withdraw from short-term classes through 75% of the total number of class meetings. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the 75% deadline. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after 75% of class meetings will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

**Limitations on withdrawal exist.** See section on "Withdrawal from Class" in this catalog.

#### MW - Military Withdrawal

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the Ventura County Community College District (VCCCD) Board of Trustees, during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, verifying the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student's return to college.

A grade of "MW" shall be recorded on the permanent academic record upon approval of petition for military withdrawal. "MW" grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.

### EW - Excused Withdrawal

The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024. An EW symbol may be requested by the student at any time during the semester but not later than the date when the district/college policy allows a grade change. Excused Withdrawal shall not be counted in progress notice or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control.

"Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances. An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under section 58509.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request.

## Final Examinations

Final examinations are given at the end of each semester. Students are required to take examinations for the classes in which they are enrolled. No examinations are administered prior to the regular schedule for examinations. Exceptions to this rule in emergency situations, require the approval of the instructor of record and the Division Dean. All student requests for examinations to be administered at a later date must be filed on the proper petition form in the Division Office. Petitions for late examinations will not be considered if the student leaves prior to the last three weeks of the semester.

## Grade Changes

Grades are determined and assigned as a result of academic assessment made by the instructor of record of a course. Determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to California Education Code §76232, or

by a compliant alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Grade change petitions must be submitted by the instructor of record or appropriate substitute, or by the Vice President of Academic Affairs and Student Learning.

Procedure requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor of record is not available, or where the district determines that there is a possibility of gross misconduct by the original instructor, provisions shall be made to allow another faculty member to substitute for the instructor of record.

Grade changes shall be requested by the student no more than three (3) years after the term in which the grade was awarded. Exceptions to the time limit may be made if it is determined that the grade was awarded as a result of mistake, fraud, bad faith or incompetence by the instructor. Students may be required to provide documentation to support the requested grade change that may include but is not limited to graded assignments and tests from the class in question or substantiation of verifiable extenuating circumstances.

In the case of fraud, bad faith, or incompetence, the final determination concerning the removal or change of grade will be made by the Vice President of Academic Affairs and Student Learning. In all cases, where means exist and when at all possible, the instructor who first awarded the grade will be given notice of the change.

Pass/No Pass "P"/"NP", Credit/No Credit "CR/NC" and Credit-by-Exam "CRE" grade designations, once applied to the transcript, cannot be changed to a letter grade.

When grade changes are made, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

## Availability of Semester Grades

Grades for each semester are generally available within 24 hours of each instructor submitting his/her grades. Students may access their grades through their portal at <https://my.vcccd.edu>. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations.

## Scholastic Standing and Achievement

Scholastic standing is based on a student's work measured quantitatively in semester units and qualitatively in letter grades. This relationship is expressed as a numerical grade point average (GPA).

To illustrate the calculation of a grade point average, a student who earns a grade of A in three units, B in three units, C in three units, D in three units, F in two units, and P in two units, would have a grade point average of 2.14. The computation is shown below.

Units	=	Grade Points
3	A x 4	12
3	B x 3	9
3	C x 2	6
3	D x 1	3
2	F x 0	0
2	P x 0	0

14 graded points	30
(+ 2 P) - not calculated in GPA	
$30 \div 14$	2.14

In calculating a student's degree-applicable grade point average, grades earned in nondegree courses shall not be included.

Courses that are graded with a "P" are counted as earned units but are not calculated in the GPA.

## Pass/No Pass Grading Option

(formerly Credit/No Credit)

### Pass/No Pass replaced Credit/No Credit, effective Fall 2009.

Colleges of the Ventura County Community College District (VCCCD) may offer courses in two pass/no pass ("P"/"NP") options:

1. courses which are offered on a pass/no pass basis only, and
2. courses in which students may elect the pass/no pass option.

Pass "P" is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of "C" or better.

The first category includes those courses in which all students in the course are evaluated on a pass/no pass ("P"/"NP") basis. This "P"/"NP" grading option shall be used to the exclusion of all other grades in courses for which there is a single satisfactory standard of performance and for which unit credit is assigned. Credit shall be assigned for meeting that standard, no credit for failure to do so.

The second category of Pass/No Pass options is composed of courses designated by the college wherein each student may elect by no later than the end of the semester, whether the basis of evaluation is to be Pass/No Pass or a letter grade. Once the deadline has passed, the request cannot be withdrawn. It is the student's responsibility to file the appropriate form by the deadline; otherwise a letter grade will be assigned.

The Pass/No Pass grading option is not available for all courses. For specific information regarding the grading option(s) available for every course offered at Ventura College, please see the "Pass/No Pass Grading Options" document at [www.venturacollege.edu/apply-and-enroll/college-catalog](http://www.venturacollege.edu/apply-and-enroll/college-catalog) (<http://www.venturacollege.edu/apply-and-enroll/college-catalog/>).

The petition for this purpose, "Request for Pass/No Pass Grade" is available online at the college website and through the MyVCCCD student portal (see "college downloadable forms"). All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

A student may apply a maximum of 20 units of credit earned under the pass/no pass option to an Associate Degree or Certificate of Achievement. Pass ("P") is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of "C" or better. Units earned on a Pass/No Pass basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a pass/no pass basis, especially for general education and major requirements; therefore, units of "Pass" should not be used to satisfy major requirements for Associate Degrees or transfer.

## Remedial Coursework Limitations

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial. "Remedial coursework" refers to nondegree-applicable basic skills courses in reading, writing, computation, learning skills, study skills and English as a Second Language which are designated by the college district as not applicable to the Associate Degree.

Students enrolled in remedial courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined under other academic policies. However, the units earned in these remedial courses do not apply toward proficiency awards, certificates of achievement, or associate degrees.

No students shall receive more than 30 semester units of credit for remedial coursework. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard, and Ventura). It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation. The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy AP 4225 & AP 4227 (See Appendix XIV (<http://catalog.vcccd.edu/ventura/appendices/appendix-xiv/>)).

Students who exhaust the unit limitation shall be referred to appropriate adult noncredit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement. A student who successfully completes remedial coursework or who demonstrated skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework. Procedures relating to dismissal and reinstatement are specified in the College Catalog under policies governing Probation, Dismissal and Readmission. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

The following students are exempted from the limitation on remedial coursework: students enrolled in one or more courses of English as a Second Language and/or students identified by one of the colleges as having a learning disability.

Any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses may qualify for a waiver of the unit limitation. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the Student Educational Plan, is available in the Counseling Office.

The Office of Academic Affairs and Student Learning shall maintain a list for each academic year of remedial courses limited by this policy.

Remedial courses are identified as non-degree applicable in the course description section of this catalog.

Students should be aware that this policy applies to all students enrolled in remedial coursework. Students receiving financial aid may have more restrictive limitations due to federal regulations.