

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
GRADING SYSTEM AND FACULTY GRADING RESPONSIBILITIES	10-0602	1 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-9.1 Curriculum	May 20, 2020	

## Purpose

To describe the grading system used at Florida State College at Jacksonville, (FSCJ), and to provide procedures for teaching faculty grade assignment in college credit and postsecondary adult vocational courses.

## Procedure

### A. Grades

1. The College Registrar, or designee, may assign one of the following grades in response to student request:
  - a. W (Student Withdrew)
  - b. X (Audit)

\*NR Grade - The Registrar will assign an NR grade when a faculty member has missed the grade submission deadline. The appropriate dean will work immediately after an "NR" is assigned with the identified faculty on behalf of the student to replace the "NR". Corrective action should take no longer than two weeks.

2. Instructors will assign one of the following grades in FSCJ courses based upon student performance as measured by criteria established in the instructor's course syllabus:
  - a. A (Excellent)
  - b. B (Good)
  - c. C (Average)
  - d. D (Poor)
  - e. F (Failure)\*
  - f. I (Incomplete)

**\* F -- The assignment of an F grade will require a last date of attendance. The faculty member must be able to document that the student participated through the end of the session except as otherwise specified by programmatic requirements. Documentation would be an attendance sheet, final exam grade, project, paper, participation in an online discussion group, or something of that nature with a date on or near the closing date of the class. Note that for online classes, merely logging in is not sufficient. There must be evidence of academic activity.**

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
<b>GRADING SYSTEM AND FACULTY GRADING RESPONSIBILITIES</b>	10-0602	2 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-9.1 Curriculum		May 20, 2020

3. Distance Learning Courses – the last date of attendance for students enrolled in distance learning classes will be identified by the instructor based upon the last active participation in the course. Simply logging into the course is not considered academic participation. Active participation includes behaviors such as participation in a discussion thread, completing an assignment or taking a test.

#### B. Grade Point Values

1. For purposes of calculating the Grade Point Average (GPA), the following point values shall be multiplied by the credits per course:
  - a. A = 4 pts.
  - b. B = 3 pts.
  - c. C = 2 pts.
  - d. D = 1 pt.
  - e. F = 0 pt.
  - f. FN = 0 pt.
  - g. W = no credit earned, no impact on GPA
  - h. I = calculation deferred until grade change
  - i. X = no credit earned, no impact on GPA
  - j. NR= no credit earned, no impact on GPA

#### C. Grade Forgiveness and Course Repeats

1. Students may repeat a course in an attempt to improve a grade previously earned. State Board Rule 6A-14.0301 limits such attempts to courses where a “D”, “NP”, “F”, or “FN” grade was earned, and limits to two the number of times a course grade may be forgiven. The official grade and the grade used in calculating the GPA will be the grade designated as “included in the GPA” on the student transcript.
2. A student may have only three total attempts in any course, including the original grade, repeat grades, and withdrawals. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.
3. Courses may be repeated if they are designated as repeatable through the curriculum process or if they are required to be repeated by a regulatory agency, or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification. Additionally, a course in which a student has earned a grade of “C” or better may be repeated upon appeal to the appropriate academic Dean, in order to satisfy documented upper division or graduate school admission requirements. In this case, courses with an earned grade of “C” or better are limited to one repeat attempt for grade forgiveness purposes. Per State Board Education Rule 6A-14.0301, students must pay tuition and fees equivalent to the full cost of

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
GRADING SYSTEM AND FACULTY GRADING RESPONSIBILITIES	10-0602	3 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-9.1 Curriculum	May 20, 2020	

instruction for any course attempted more than twice in a Florida public post-secondary institution.

4. In all cases of repeated courses, the best attempt of the course is used for calculating credit totals and GPA.

#### D. Incomplete Grade Procedures

1. An "I" grade may be assigned by an instructor upon request by a student, to permit that student time to complete required course work that he/she was unable to complete in a timely way due to documented non-academic reasons. The instructor may choose to not grant the request; however, the student has the right to appeal that decision via the established academic appeals process. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up. Instructors shall not arbitrarily establish a course policy that precludes the "I" grade option.
2. The instructor shall prescribe in a written agreement with the student the remaining course work required for completion and removal of the "I" grade. A copy of this agreement will be kept on file in the office of the appropriate dean. All work must be completed within the first eight weeks of the subsequent term, unless the instructor agrees to a longer timeframe (not to exceed one year). When the work is completed, the instructor will submit an online grade change with the grade earned. If the work is not completed within the prescribed time frame, the "I" will automatically change to an "F" grade. The student will be informed of the final grade assigned. To be eligible for an "I" grade, the student must be passing the course at the time of the request and must have completed at least 75% of the course work.

#### E. Audit Grade Procedures

1. A student must decide to audit a college credit course before the end of the drop/add period in the session in which the class is held. Under extenuating circumstances, a change to or from audit status may be made after the drop/add period with approval through an academic appeal. All regular fees apply to audited courses, but no credit shall be awarded.

#### F. Withdrawal Grades

1. A student may withdraw without academic penalty from any course up to the last withdrawal date published for each session. The student will be permitted only two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D or F grade for the course.
2. Students may request a withdrawal for extenuating circumstances after the session withdrawal date by following the grade appeal procedure.

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
GRADING SYSTEM AND FACULTY GRADING RESPONSIBILITIES BASED ON BOARD OF TRUSTEES' RULE AND TITLE	10-0602	4 OF 5
6Hx7-9.1 Curriculum	<b>DATE REVISED</b> May 20, 2020	

3. To withdraw officially from one or more courses (withdrawal from all courses constitutes withdrawal from the College), the student must use the withdrawal process in the online student services portal.

#### G. Grade Change Procedures

1. A grade may only be changed with the concurrence of the instructor of record and the instructor's supervisor. If the instructor of record is no longer available, a grade may be changed by the instructor of record's supervisor with approval of the campus president. The completed grade change must be submitted to the Registrar's Office within one semester following the semester in which the original grade was earned.

#### H. College President's List

1. To qualify, student must have all the following criteria:
  - a. Minimum enrollment of at least six (6) credit hours in the term (excluding college preparatory classes);
  - b. Minimum of twelve (12) credit hours earned at FSCJ (excludes transfer and preparatory courses);
  - c. Cumulative GPA of 3.0;
  - d. Term GPA of 3.75-4.0, with no grade of "I," "W," "NR", "X", or "F".

#### I. Dean's List

1. To qualify, a student must have all the following criteria:
  - a. Minimum enrollment of at least six (6) credit hours in the term (excludes college preparatory classes);
  - b. Minimum of twelve (12) credit hours earned at FSCJ (excludes transfer and preparatory courses);
  - c. Cumulative GPA of 3.0;
  - d. Term GPA of 3.5-3.74, with no grade of "I," "W," "NR", "X", or "F".

#### J. Grade Appeals

1. A grade appeal must follow the procedures specified in APM 11-0602 – Student Appeals and Complaint Procedures.
2. Information describing the FSCJ Academic Grade Appeal Process is available in the student handbook, the online College Catalog, and in the office of student services.



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
GRADING SYSTEM AND FACULTY GRADING RESPONSIBILITIES	10-0602	5 OF 5
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-9.1 Curriculum	May 20, 2020	

REFERENCES: F.S. 1001.64, 1001.65, 1004.68, 1009.285, SBE Rule 6A-14.0301

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