

# Policy Manual



<b>Title:</b> Grades and Grade Appeals	<b>Number:</b> 6Hx2-4.19
<b>Legal Authority:</b> Florida Statute §1004.68	<b>Page:</b> Page 1 of 5

## GENERAL STATEMENT

The goal of this policy is to define final course grades and provides a basis by which a final grade can be appealed by students. A grade must be recorded for every credit course in which a student is enrolled. The final course grade is submitted electronically to the College Registrar's office and is posted online at the end of the term. The course syllabus provides the faculty member's final course grade policy.

For concerns not related to the final course grade calculation as defined in the faculty member's syllabus, the student should review and follow the Broward College Student Complaint Process.

## THE POLICY and THE STUDENT

Each student shall be provided with a course syllabus which includes the faculty member's grading policy and academic honesty policy for the course which complies with BC mission, goals, and Policy. A student may be able to appeal the final course grade issued by his /her professor through the grade appeal procedure (6Hx2-4.19). In cases where a faculty member's academic honesty policy appears to be violated, students may appeal the faculty member's decision to invoke consequences of the academic dishonesty. See Student Code of Conduct policy number 6Hx2-5.02.

### Basis for Using the Grade Appeal Process for Final Course Grades

The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in his/her syllabus, in accordance with institutional policies and state rules/statutes. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus, which meets the standard defined in the Faculty Handbook.

### Basis for Using the Grade Appeal Process for Academic Dishonesty

The appeal shall only be based upon the student's claim that academic dishonesty did not occur.

## THE POLICY, THE FACULTY and STAFF

### *Faculty Grading Policy*

Each faculty member shall communicate in writing (his/her grading policy) in the syllabus for the course within the first week of class meetings of each course. The elements to be considered in calculating the student's final course grade shall be articulated, and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the faculty member's grading policy as stated in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

### Recordkeeping And Attendance Verification To Accurately Respond To Federal Financial-Aid Audits

Each faculty member shall keep a record of grades for each class for four major terms from the initial grading period.

**History:** Issued as Policy 4.27 (*Grades and Records*) on February 21, 1989; revised on November 16, 1992; revised, combined with Policy 4.22 (*Official Withdrawals*) and Policy 4.26 (*Audit*), re-titled, and re-numbered on April 16, 1997; revised on February 24, 1999, August 23, 2011; revised April 23, 2013; revised May 24, 2016

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## IMPLEMENTATION and OVERSIGHT

The President has the authority to establish procedures to implement this policy. The College Provost, Senior Vice President for Academic and Student Affairs in conjunction with the appropriate Academic/Instructional Dean is responsible for the implementation and oversight of policy compliance. Assigning the final grade for a course is the responsibility of each faculty member.

### Final Grades and Records

Final grades for each term are recorded and archived in College Records. Grade point averages (GPA) for graduation and honors are calculated only on college level academic work which includes all work attempted by the student at all colleges he/she has attended. The final grades are used to calculate the grade point average.

<i>Grades</i>	<i>Points Awarded</i>
A            Excellent	4
B            Good	3
C            Average	2
D            Below Average	1
F            Failure– Unsatisfactory Progress	0
U            Unsatisfactory	0
S            Satisfactory	0
PR          Progressing at a satisfactory pace but has not completed the course	0

\*A “D” grade may not fulfill graduation requirements for certain programs.

The *S*, *PR*, and *U* grades are used only for those courses which have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

The following enrollment statuses, however, do not affect the grade point average:

<b>Enrollment Statuses</b>	<b>Points</b>
I            Incomplete	0
X            Audit	0
XC          Audit status after drop/add period and prior to audit deadline except on a third attempt	0
XW          Audit Withdrawal	0
W           Official Withdrawal	0
WN          Withdrawal for non-attendance	0

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WI	Instructor Withdrawal	0
NC	Non-Credit Course	0
NG	No Grade Assigned	0
NR	Grade Not Received	0

## Enrollment Statuses

Enrollment statuses which do not immediately affect the grade point average are awarded under the following circumstances:

- **I Incomplete**

An **I** grade may be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to have the **I** changed to a final grade by the instructor (by the agreed upon date) during the next full term (summer terms are not considered in this time limit). If no change is initiated during the next full term, the **I** will automatically become an **F** on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and his/her final GPA calculated.

- **X Audit**

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the faculty member. A student who audits a course must adhere to attendance requirements of the course. In addition, the student must complete all assignments and examinations that his/her professor stipulates. No grade will be assigned, and no credit will be awarded. However, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period per Florida Administrative Rule 6A-14.0301. The transcript will indicate a course was audited by listing an **X** grade. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. A student who is required to be certified as completing competency-based college preparatory instruction may not be enrolled in college preparatory courses as an audit student per Florida Administrative Rules.

- **XW Audit Withdrawal**

In cases where a student is auditing a course and has failed to adhere to the instructor's audit requirements for the **X** grade/status, the grade/status of **XW** (withdrawal from audit status) will be awarded.

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- **XC Audit Status after Drop/Add period and prior to Audit Deadline**  
 In cases where a student receives a faculty member’s permission to change from credit to audit status after the drop/add period and prior to audit deadline, the **XC** grade/status will be issued. In compliance with the maximum attempt rule, A, B, C, D, or F grades must be assigned on third attempts.
- **W Official Withdrawal**  
 Please see Withdrawal Policy 6Hx2-5.36
- **WN Withdrawal for Non Attendance**  
 The **WN** grade is assigned to a student who does not attend class. In this case, the student will be withdrawn from classes for non-attendance.
- **WI Instructor Withdrawal**  
 The **WI** is used in certain instances when an instructor may choose to withdraw a student from the class. In this case, the instructor can only initiate the **WI** before the 60% point. A **W** will be recorded on the student’s transcript.
- **NC Non-Credit Course**  
 The **NC** is assigned automatically for any zero credit hour course. **NC** is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.
- **NG No Grade Assigned**  
 The **NG** is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.
- **NR No Grade Reported**  
 The **NR** is assigned by the Registrar’s Office in cases where class rolls have not been submitted in time for normal processing of grades.

**Total Attempts – All Courses**

*Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline. A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances including but not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations. The total attempts limitation, however, does not apply to *repeatable*

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courses that have been successfully completed and are now being repeated for further skill enhancement; or to courses that 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. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

## Forgiveness

In accordance with *Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a **D** or **F** grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

## VIOLATION OF POLICY

All violations of this policy are to be referred to the Vice President of Academic Affairs.

Violations of this policy may result in disciplinary action, up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

## DEFINITIONS

**GPA** – The average grade earned by a student, calculated by dividing the grade points earned by the number of credits attempted.

**60% point** - the last date for **W** and audit as published in the academic calendar.

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