

6Hx19-3.14 GRADING SYSTEM

The purpose of this Board Rule is to establish and verify Board policy for awarding grades at Pasco-Hernando State College.

All grades will adhere to the following guidelines. The College shall use the grading system shown below:

A	-	4	-	Grade Point	-	Excellent
B	-	3	-	Grade Point	-	Good
C	-	2	-	Grade Point	-	Average
D	-	1	-	Grade Point	-	Poor
F	-	0	-	Grade Point	-	Failure

I - **Incomplete** An Incomplete grade may be assigned by an instructor to a student who has been progressing throughout the term, and who has completed a substantial amount of the work with a passing grade, but who has had serious extenuating circumstances which interfere with the student's ability to complete the course in the current term. The assignment of an "I" grade must be accompanied by the grade earned in the course by computing a zero to any uncompleted work (i.e. IB, IC, ID, or IF). If the "I" grades are not made up and a Change of Grade form with the new grade is not submitted before the end of the next term, the student will earn the grade that accompanied the "I" grade.

Students in nursing and health program that are granted an "I" grade will not progress in the nursing or health program until the course requirements are met and the "I" grade is converted to a passing grade. The assignment of an "I" grade may delay the anticipated program completion date. The conversion of an "I" grade to a non-passing grade (per program requirements) will be counted in the maximum 2 non-successful attempts and dismissal from the designated programs.

Specific information regarding requirements for incomplete work will be stated on the "Incomplete Grade Award, Agreement for Completion of Course Work" (IIN-8) form. "I" grades may not be awarded for audit, non-credit, and third attempt courses.

- LD - **Late Drop** An approved student-initiated request to drop a course or courses after the final date to drop classes which results in a refund. Refunds after the end of the drop/add period may be authorized, with sufficient documentation, as follows:
- a. Death of a student or the death of an immediate family member of the student (parent, spouse or child), as documented by the student or the student's estate, which precludes the student from being able to complete current semester's courses
 - b. Critical medical emergency of the student or an immediate family member of the student (parent, spouse or child) of such a severity or of such a duration, as documented by a licensed physician, that it would preclude a student from being able to complete the current semester's courses
 - c. Active duty military service, which would preclude the student from being able to complete the current semester's courses
 - d. Course/class cancellation by the College
 - e. Administrative or College error
 - f. Other circumstances as may be approved by the president or a designee
- No grade is used in the GPA calculation but the course is shown as an attempt on the transcript.
- N - **No Credit** Students in college developmental mathematics courses who have progressed through the term to the point established by the mathematics department, may be awarded a grade of "N" instead of a grade of "I" or "F". The grade of N may only be entered for a student's first two attempts; a grade of "P" or "F" must be assigned for a third attempt.
- NR - **Not Reported** A grade of "NR" is used as a temporary "placeholder" until an official grade is recorded.
- W1 - **Withdrawal** Student initiated withdrawal from a course for any reason by the published withdrawal deadline date for the course and term.
- W2 - **Withdrawal** Faculty initiated withdrawal due to non-attendance.
- W3 - **Withdrawal** Administrative withdrawal initiated through the exception/appeal process not to exceed one year following the end of the term date for which the consideration is being made.
- W4 - **Withdrawal** Administrative withdrawal initiated through the disciplinary process.

X - Audit Students selection to audit a course at the point of registration and prior to the drop/add deadline.

X1 Audit Student selection to audit a course initiated after the drop/add deadline and prior to the withdrawal deadline.

P - Passed
* S - Satisfactory
* U - Unsatisfactory
X - Audit
**SP - Showing Progress

* Used only in non-credit courses after May 1994

** Used only for Adult Basic Education and GED Preparatory courses

Rule Adopted: 5/25/72; 12/14/72; 8/25/75; 11/19/79; 1/20/86; 1/25/88; 10/18/94;
11/18/97; 4/15/02; *2/19/08; ■09/02/08; 11/18/14; 7/17/18; 1/21/20;
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5/18/21; 7/19/22

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-10.024

Law Implemented: FS 1001.64(1)(2)(4)(8)(43)(44); 1001.65(1)(16)(24)

Proposer: Timothy L. Beard, President

*Emergency Approval

■President's Cabinet Approval – Non-Substantive/Editorial