

GRADING INFORMATION

GRADES AND ADMINISTRATIVE MARKS

Grades are awarded in all college credit, clock hour, and developmental courses. Eastern Florida State College maintains permanent records for all students enrolled in a course. The student's official transcript is a cumulative record of the student's grades in each course in which the student was awarded a final grade. The table below shows the current letter grades and administrative marks that may appear on a student's official transcript.

Final grades are based on any or all of the following: course assignments, special reports, quiz grades, research papers, course participation, laboratory assignments, fieldwork, and final examinations. The Instructor syllabus, provided at the beginning of each course, will specify their grading policies and course requirements. Students who believe the final grade posted is in error should contact the instructor to discuss a possible grade change as quickly as possible. Appeals for grade changes after two years from the end of term in which the course was taken will not be considered.

Eastern Florida uses a 4.00 grading scale. Students are awarded letter grades for coursework attempted.

Grade Point Average Computation

Grade Point Average (GPA) is calculated by course level. For example, the GPA for students in a bachelor's program includes only the 3000 and 4000 level coursework taken at EFSC. GPA for student in an associate degree or other college credit programs includes only 1000 and 2000 level courses. The GPA for vocational programs includes only clock hour courses. Transfer courses with a grade of "T%" do not factor into the GPA.

To calculate a GPA, multiply Course Credit Hours by the Grade Points assigned to the grade earned; this determines quality points earned for the course. Divide Quality Points earned by Total Attempted Hours to determine the GPA. For example, a grade of "B" in a three (3) credit course is worth nine (9) points and a grade of "A" in the same course carries twelve (12) points.

Grade Points:

Grade	Points
A	4
B	3
C	2
D	1
F	0

Example: Calculate Term GPA

Course	Credits	Grade	Grade Points	Multiply	Pnts
ENC 1101	3	A	4	3x4	12
CGS 2100	3	F	0	3x0	0
HUM 2211	3	C	2	3x2	6
PEM 1131	1	B	3	1x3	3
Total	10				21

Additional Letter Grades and Administrative Marks

Grade/Mark	Description
AU	Audit
I	Incomplete
N	Progressed but did not achieve course objectives; student must re-enroll
S	Satisfactory
S1	Used in MATV 0057 only; Satisfactory Progress for Module A
S2	Used in MATV 0057 only; Satisfactory Progress for Module B
U	Unsatisfactory
W	Withdrawal
WC	Withdrawal, COVID-19 (effective spring 2020 only)
W6	Withdrawal, called to active military duty

Grade and Administrative Mark Descriptions

AU - Audit:

See "Auditing a Class" in the Registration section. Most college credit courses are available for audit. College developmental courses are not available for audit. Courses in limited-admission programs may be audited only with the prior permission of the appropriate Dean or Collegewide Chair. To audit a course, a student must meet College admission requirements, be a matriculated student at EFSC, and be able to demonstrate that he or she meets the placement standards for the course to be audited. Students must appeal to a Dean or Collegewide Chair to request to audit a course after the student has had a previous attempt with a grade of "C" or higher. An audited course is posted on the student's transcript with a final grade of "AU". However, students auditing a course receive no credit for the course. An audit course is not counted or used when calculating GPA, academic standing, graduation requirements, veteran's benefits, other financial aid eligibility, or for certifying enrollment for outside agencies. However, it is counted toward the third attempt rule. Once registered, an audited course cannot change from credit to audit or from audit to credit after the posted deadline.

I - Incomplete:

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the instructor, the instructor may assign an administrative mark of "I," provided this occurs after the withdrawal date. Student must have completed at least 75% of coursework. If the extenuating circumstances occur prior to the withdrawal date, the student should withdraw from the course.

By assigning a mark of "I," the professor indicates that the student has the potential to earn a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time as agreed to by both student and instructor but no later than by the end of the next major term. (Major terms are the **fall** and **spring terms**. Students with an "I" in fall must complete work by end of spring term. Students with an "I" in spring or summer must complete work by end of fall term.)

If the student fails to meet the objectives by the conclusion of the following major term, the "I" converts to a grade of "F." If a grade is not

submitted by the professor to replace the "I", the mark will be changed to an "F" at the end of the following major term.

Instructors who award an "I" must submit an *Incomplete Grade Form* (IGF) and provide a copy of the form to the student and collegewide chair. The instructor must document on the IGF the work already completed during the term, as well as outstanding requirements.

- A mark of "I" cannot be assigned to a course if the student drops or withdraws from the course.
- A mark of "I" does not satisfy the prerequisite need of subsequent courses.
- Students must make arrangements with the instructor for the course to complete coursework for the removal of the "I". The coursework must be completed prior to the last class day in the next major term immediately following the initial course attempt.
- Students **may not re-register for a course** in which a mark of "I" has been received. However, once the "I" has changed to an "F," students must re-register in the course and use the grade forgiveness procedure.
- To process the grade change, the instructor will submit a *Grade Change Form* through appropriate channels prior to the last class day of the next major term (spring and fall).
- The "I" will convert to an "F" on the permanent record if not removed by the last class day of the next major term (summer term is excluded.)
- Instructors may not submit a *Grade Change Form* to change the converted "F" for work submitted after the deadline for the completion of coursework.
- Students who receive an "I" in the term they apply to graduate have three weeks from the beginning of the next term to have the grade changed. After that time, students must reapply for graduation and pay the re-application fee in the term they complete the work.

N - Progressed but did not achieve course objectives

"N" grades are awarded only in developmental education courses when the student has made satisfactory progression in work attempted but has not achieved all course objectives. To pass the class, re-enrollment is required.

S - Satisfactory

Denotes passing performance and is used for courses where S/U grading, rather than letter grading, is permitted. The credit hours are awarded, but the grade is not computed in the grade point average and does not have a grade point equivalent. Work earning a S grade may be applied toward meeting degree requirements. S1 and S2 grades are calculated in the same manner but do not apply toward meeting degree requirements.

U - Unsatisfactory

Denotes failing performance and is used for courses where S/U grading, rather than letter grading, is permitted. This grade is earned. Credit hours are recorded as attempted, and the grade is counted as an F (zero quality points) in the grade point average.

W - Withdrawal

Assigned if a student officially withdraws by the published deadline in the *Academic Calendar* or the College administratively withdraws the student for reasons such as non-compliance of rules or extenuating circumstances. Students who withdraw will have a "W" for the class and be financially obligated for the tuition and fees. Refer to sections on "Course Withdrawal" and "Maximum Attempts" for more information.

Once a student is withdrawn, for any reason, he/she may no longer attend the class. A withdrawal counts in course attempts.

WC – Withdrawal, due to Covid-19 (effective for spring 2020 only)

Assigned if a student was not able to continue in a course due to circumstances related to COVID-19. A "WC" is non-punitive and does not count in attempted hours, earned hours or GPA.

W6 - Withdrawal, called to Active Military Duty

Assigned to students who are called to active military duty. Student must submit a copy of his/her orders to the appropriate Collegewide Chair. The student and Collegewide Chair will determine whether the student will withdraw from the course and receive a final grade of "W6", or if an "I - Incomplete" is appropriate. A "W6" is non-punitive and does not count in course attempts.

Once withdrawn, student may no longer attend the class.

Grade Changes

All grade changes must be initiated by the instructor and approved by the appropriate Collegewide Chair and Dean. If the instructor is no longer a member of the faculty, the Collegewide Chair may initiate the grade change. Changes must be submitted on a *Grade Change Form*.

- Grade changes are initiated on the campus where the course was taken. Upon completion of all signatures, forms are forwarded to the Office of the Registrar for processing.
- An instructor's change of grade should be submitted as soon as possible after the completion of the course. For example, a grade change for a course taught in the fall term should be completed before the end of the following spring term. Grade changes for classes taught in the spring or summer term should be submitted before the end of the following fall term.
- Grade changes or alterations to the student's academic record cannot be made after a student has graduated.
- Students who do not agree with an instructor's final grade decision must file an academic appeal through the appropriate College-wide Chair or Dean's office.
- Each faculty member shall communicate in clear, detailed written form his/her grading policy in the course syllabus.
- Appeals for grade changes must be submitted within two years from the term student took the course. Appeals for grade changes after two years from the term in which the course was taken will not be considered.

Grade Forgiveness (Repeating Courses)

State Rule 6A-14.0301

This rule addresses repeated courses and grade forgiveness. Eastern Florida's grade forgiveness policy allows students to repeat only those courses in which they earn a grade of "D," "F," or "W". Students are allowed only three attempts in any one course: one initial enrollment and two repeats. The third attempt at a course is charged at a cost equal to the full cost of instruction. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the cumulative GPA. Students are not allowed to withdraw to receive a "W" grade from the third course attempt. In certain circumstances, students may petition through the Associate Dean or Dean to repeat a credit course beyond the three attempts, or to have the full-cost tuition waived.

- A course in which a satisfactory grade ("A," "B," or "C") has been earned may not be repeated for grade point purposes, except for extenuating circumstances. Exceptions may include, but are not limited to: needed for admission to a limited access program, taking for employment certification, etc. If student repeats a course in which he earned an "A," "B," or "C," the first passing grade will be included in the GPA. The subsequent grade will appear on the student's record but will not be included in the GPA.
 - **Note:** Other institutions to which students eventually may transfer do not necessarily have the same grade forgiveness policy as Eastern Florida. These schools may recalculate student GPAs or reassess eligibility for financial aid and admission.
 - Grade forgiveness is automatically processed at the end of each term. For questions regarding grade forgiveness, please send an email using the EFSC student [email](#).
 - No course may be repeated for grade forgiveness purposes after graduation.
 - Credit for courses passed through credit by exam, for example Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, or International Baccalaureate (IB), may be used to forgive unsatisfactory grades in the same course.
 - A course may be counted only once toward graduation requirements, unless the course is designated as "repeatable."
 - Once grade forgiveness is applied, the original grade will remain on student's transcript, but will be excluded from grade point calculation.
1. Unless a course is identified as "repeatable" a student may have only three attempts in any one course: one initial enrollment and two repeats. Withdrawals, excluding "WC", and audits are counted as attempts.
 2. The most recent grade is included in the computation of the cumulative grade point average (Exception: [see Grade Forgiveness](#).)
 3. The third attempt at a course is charged at a cost equal to the full cost of instruction, even if the course is designated as "repeatable."
 4. Courses taken at institutions other than EFSC will not be counted in determining repeat charges.
 5. Some types of financial aid do not cover repeat course attempts. Students should check with the Financial Aid Office to determine status.
 6. A course may be counted only once toward graduation requirements, unless the course is designated as "repeatable."
 7. Attempts "counted" begin with courses taken **fall of 1997**.
 8. A student may appeal the maximum attempt rule through the office of the Collegewide Chair or Dean only if there are documented extenuating circumstances that negatively affected the student's progress.

Scholastic Achievement

Based on the term grade point average, EFSC recognizes students with high academic achievement. Students should check their student email for a copy of their recognition. Recognition is only made at the end of the fall and spring terms. For students whose major is a bachelor's degree, high academic achievement is calculated based on the GPA for only the upper-division courses (3000 and 4000 level).

- **Dean's List:** students who have earned six (6) or more credits during the term with a grade point average of 3.25 - 3.74.
- **Honors List:** students who have earned at least six (6) credit hours during the term with a grade point average of 3.75 - 3.99.
- **President's List:** students who have earned at least six (6) credit hours during the term with a grade point average of 4.00.

Note: An "F," "I," or "U" grade/mark in any course precludes a student from being listed on the Dean's, Honors, or President's list during that term.

Note: Prior to repeating a course, students should consult the Financial Aid Office to determine what impact, if any, withdrawing from or repeating a course has on financial aid status. Students are responsible for the financial aid repercussions and academic status implications of withdrawing from courses. Students are advised that there may be a potential impact of repeated courses when transferring to other institutions, and should consider the possible effect toward excessive hours. Student should consult with an advisor if there are questions.

Note for VA students: VA benefits may be received for repeat courses assigned a grade of "D" if a grade of "C" or higher is required by SBE Rule 6A-10.030.

Withdrawal - State Board Rule 6A-14.0301

See "Withdrawing from a Class" in the Registration section. Students are advised that withdrawing from a class and dropping a class have different implications. Students who withdraw will have a final grade of "W" for the class and may be financially obligated for the tuition and fees. In addition, withdrawing from a class can negatively impact the student's status under Academic Standing and the Standards of Academic Progress. Dropping occurs prior to the posted drop deadline and the student is not financially or academically obligated when a class is officially dropped.

Students should check the *Academic Calendar* for term dates and important deadlines. Students may drop a course only by the published "Last day to drop and have fees adjusted" Following the conclusion of the Drop/Add period, students may officially withdraw and receive a grade of "W" in the course, provided they do so by the published withdrawal deadline.

Maximum Attempts per Course

State Rule 6A-14.0301