

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 8380

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PROCEDURE TITLE: Grade Reporting

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64

BASED ON POLICY: VIII-31 Grading Practices

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: November 4, 2020


LAST REVIEW DATE: November 4, 2020

I. PURPOSE

To ensure students receive the grade and credits earned in each course for which they are enrolled.

II. PROCEDURE

- A. Before the end of the term, grade rosters are opened for input by instructors.
1. Valid grades are A, B, C, D, F, S, P, U, I, W, X, NR, (College Policy VIII-31 – Grading Practices).
 2. If the instructor will be absent when grades are due, the Department Chair must contact the Office of the College Registrar prior to the deadline with a grade for each student on the roster for input.
- B. Upon completion of final grade processing, the instructor must submit all grade documents to the Department Chair for record keeping.
- C. If a discrepancy is discovered after a grade is posted, it is the responsibility of the instructor (or Department Chair) to notify the office of the College Registrar of the correction using the Grade Change Form.

	11/4/2020
PRESIDENT	DATE