

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~~, March 11, 2024

LAST REVIEW DATE: ~~November 4, 2020~~, April 14, 2024

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 Admissions and Registration of the correction using the [Grade Change Form](#).



PRESIDENT

04/14/2024

DATE