

FINAL GRADES AND RECORDS

Final grades for each term are retained permanently. Grade Point Averages for graduation and honors are calculated only on college and vocational level academic work and include work attempted at all colleges.

The following grades are used to calculate the Grade Point Average (GPA):

Grade	Description	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades do not affect the GPA:

Grade	Description	Grade Points
I	Incomplete	0
CR	Credit	0
PR	Progressing at a satisfactory pace but has not completed the course	0
W	Official Withdrawal	0
WN	Non-Attendance	0
X	Audit	0
XC	Audit status after drop/add period and prior to audit deadline	0
NC	Non-credit course	0
NG	No Grade Assigned	0
NR	No Grade Reported	0
S	Satisfactory	0
U	Unsatisfactory	0

Incomplete Grade – I

An incomplete "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 complete the work prior to the end of the next major academic term. Summer terms are not considered in this time limit. If no change is initiated during the next major term, the "I" will automatically become an "F" on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student's transcript.

Official Withdrawal – W

Florida State Board of Education requires state colleges to adhere to the following procedures relating to the award of a "W" as a result of a student's withdrawal from a course:

- The student may withdraw without academic penalty from any course (prior to 60% of the course completion) of the semester. A "W" will be recorded on the student's permanent record.
- The student will be permitted a maximum of two withdrawals per course.
- Upon the third attempt, the student will not be permitted to withdraw and must receive an earned letter grade (A, B, C, D, or F) for that course.

Note: Withdrawals from classes affect the timeframe to complete the program and may impact a student's continued eligibility for Federal Student Aid.

Withdrawal for Non-Attendance – WN

Students must show a definite pattern of attendance and participation during the enrollment verification period during the first two weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period. No refund will be given.

Audit – X and XC

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 from credit to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements. No grade will be assigned, and no credit will be awarded. An audit registered after the drop/add period will count as an attempt and an audit registered prior to the audit period will not count as an attempt. 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. Upon a third attempt, the student will not be permitted to audit a course.

The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

Non-credit Course – NC

The “NC” is assigned automatically for any non-credit hour course. “NC” is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

No Grade Assigned – NG

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 and continuing education classes.

No Grade Reported – NR

The “NR” is assigned by the Associate Vice President for Academic Affairs/College Registrar’s Office in cases where grade rosters have not been submitted in time for normal processing of grades.

Satisfactory/Unsatisfactory – S/U

The “S” and “U” grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.