
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: GRADES

NUMBER: PRO 3-07

REFERENCE: Board Rule 3.07

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I. PURPOSE

Grades are intended to represent a student's level of accomplishment or status in instructional courses. Based upon the total completed coursework, a final grade is determined by the instructor. The various grades that may be earned through enrollment of Lake-Sumter State College (LSSC) instructional courses are illustrated in the catalog. Course objectives, requirements, and grading practices are expressed in the respective course syllabus and explained by the instructor at the beginning of each course.

II. RESPONSIBILITY

Faculty members are expected to determine and submit grades in a timely manner for all enrolled students in assigned course(s), based upon an equitable and consistent process towards measuring the student's progress in completing the course objectives and requirements.

a. INCOMPLETE

1. Instructors may assign an "I," Incomplete grade for a course, in extreme circumstances in which a student is passing but has not completed the course requirements, as a result of an accident, illness, military duty, or other circumstance beyond his or her control. An "I" grade will be converted to a final letter grade by the end of the semester following the issuance of the "I" Incomplete grade. If no final grade has been submitted to the Records Office, the "I" grade will be changed to an "IF" Incomplete/Failure grade by the end of the semester (summer will be considered as one semester) following the issuance of the "I" grade.
2. A faculty/student "I" Incomplete Grade Agreement form will be filled out, signed by the faculty member and the student and submitted to the respective Dean for approval, prior to the grades being submitted to the Records Office. A signed copy of the Grade Agreement form will be returned to the instructor by the Dean for submission to the Records Office along with the grade sheet. The Dean's office will retain a copy of the Grade Agreement form.

b. GRADE AMNESTY

1. Grade Amnesty at LSSC is a special process for calculating an individual's GPA for selection consideration into an LSSC specified program. Students applying for any selective admission program who have academic coursework ten years or older may request to exclude those previous grades from the program selection GPA calculations. All courses attempted during the time period being considered as a part of the amnesty request will be excluded from grade calculations for the program selection. Courses included as part of the amnesty request cannot be used to satisfy program requirements.
2. Since Lake-Sumter State College (LSSC) amnesty process is restricted to the selection process for special admission programs, all previous grades will be included into all other institutional GPA calculations. Request forms and more information may be obtained by contacting the Admissions/Records office.

c. WITHDRAWAL OR FORGIVENESS

See Student Services PRO 4-08.

d. GRADE GRIEVANCE PROCEDURE

1. Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:
 - i. The assignment of a course grade to a student on some basis other than performance in a course.
 - ii. The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in that same course.
 - iii. The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's previously published standards.
2. The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. This policy would apply to the final course grades. If the faculty member who issued the grade is no longer at the College, the appeal may be made to the department chair.
3. If the student is not satisfied with the disposition of the complaint after dealing with the faculty member, the student may appeal to the department chair supervising that faculty member. This appeal must be in writing and contain a full description of the issues and must include any documentation needed to facilitate an analysis of the situation. Appeals to the department chair must be submitted within ten business days from the time a disposition is received by the student from the faculty member.

4. Further appeals to the respective Dean or eventually to the Vice President of Academic Affairs are possible. The decision of the Vice President of Academic Affairs is final in all cases of grade appeal. Appeals to the dean or Vice President must be submitted within ten business days from the time a disposition is received by the student from the Department chair.

New: 04/2005

Revised: 05/18/2009