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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: GRADES

NUMBER: PRO 3-07

REFERENCE: Board Rule 3.07  
Administrative Procedure 4-08 Withdrawal and Forgiveness

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**I. PURPOSE**

The purpose of this policy is to establish consistent standards and procedures for the assignment, reporting, and appeal of grades at Lake-Sumter State College, ensuring fairness, transparency, and accuracy in evaluating student achievement.

**II. RESPONSIBILITY**

The Chief Academic Officer holds overall responsibility for the development, implementation, and oversight of all grading policies and related procedures at Lake-Sumter State College.

**III. SCOPE**

This policy applies to all faculty responsible for assigning grades and to all students enrolled in credit-bearing courses at Lake-Sumter State College.

**IV. GRADES**

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 and Student Handbook. Course objectives, requirements, and grading practices are expressed in the respective course syllabus and explained by the instructor at the beginning of each course.

Each faculty member is expected to determine and submit grades by the date listed in the Academic Calendar for each student in assigned course(s), based upon an equitable and consistent process towards measuring the student's progress in completing the course objectives and requirements.

**V. INCOMPLETE**

Instructors may assign a grade of I (Incomplete) for a course. This is only an option under extreme circumstances in which a student has completed most course requirements and is

passing. Examples of when this may happen include, but are not limited to, an accident, illness, military duty, or other circumstance beyond his or her control. A Faculty/Student Incomplete Grade Agreement form must be completed and submitted to the Registrar's Office through Workflow for processing prior to the semester's grade submission deadline. The faculty member should complete a Change of Grade form through Workflow by the end of the semester following the assignment of an Incomplete grade (Summer is considered one semester) to assign a final grade. Otherwise, the Incomplete grade will be converted by the Registrar's Office to a grade of F (Failure).

#### **VI. GRADE AMNESTY**

Grade Amnesty at LSSC is a special process for calculating an individual's GPA for selection consideration into an LSSC-specified selective program. A student applying for any selective admission program who has 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 for amnesty will be excluded from grade calculations for program selection purposes. Courses included as part of the amnesty request cannot be used to satisfy program requirements.

Since the Lake-Sumter State College (LSSC) amnesty process is restricted to the selection process for selective programs, all previous grades will be included in all other institutional GPA calculations. The Amnesty form can be accessed from LSSC.edu under the 'Student Forms' page, located in the 'Student Resources' menu.

#### **VII. WITHDRAWAL OR FORGIVENESS**

See LSSC Administrative Procedure 4-08 Withdrawal and Forgiveness.

#### **VIII. GRADE GRIEVANCE PROCEDURE**

Grades (A, B, C, D, F, S, U) 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:

- a. The assignment of a course grade to a student on some basis other than performance in the course;
- b. The assignment of a course grade to a student by resorting to unreasonable standards which are different from those that were applied to other students in that same course;
- c. The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's standards as published on the course syllabus.

This policy applies only to the final course grade. The formal grade grievance process can begin as soon as the grade is posted to the student's academic record and viewable through myLSSC. However, an appeal of a final course grade must first be submitted to the faculty member who issued the grade no later than 10 business days after the start of full-term classes the subsequent fall or spring\* semester following the semester in which the grade was posted.

| <b>Appeal of Final Course Grade Submission Deadlines</b> |                                                            |
|----------------------------------------------------------|------------------------------------------------------------|
| Semester Grade Was Issued                                | Deadline for Appeal to Instructor                          |
| Fall                                                     | 10 <sup>th</sup> business day of following spring semester |
| Spring*                                                  | 10 <sup>th</sup> business day of following fall semester   |
| Summer                                                   | 10 <sup>th</sup> business day of following fall semester   |

\*Students may start the final grade grievance process for a spring grade during the summer semester, but faculty may not be available until the fall semester. If faculty are not available, then the process will pause and resume as soon as possible once faculty begin their contracted work days.

If the faculty member who issued the grade is no longer at the College, the appeal may be made to the instructor's supervisor. The instructor or instructor's supervisor must respond to the student in writing, using their secure Lakehawk email account, regarding the appeal decision within 10 business days of receiving the appeal request.

If the student is not satisfied with the disposition of the complaint after each level of the process, the student may continue the appeal process as indicated in the grade grievance flowcharts below. The final decision rests with the Academic Division Vice President. At each level of appeal, the faculty and academic administrator must respond to the student in writing, using their secure Lakehawk email account, regarding the appeal decision within 10 business days of receiving the appeal request.

| <b>Grade Grievance Flow Chart</b>                       |                                                                                                         |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Student appeals to instructor                           | Within 10 business days of receipt, instructor gives decision                                           |
| Student appeals to instructor's supervisor              | Within 10 business days of receipt, instructor's supervisor gives decision                              |
| Student appeals to appropriate Academic Dean            | Within 10 business days of receipt, Dean gives decision                                                 |
| Student appeals to appropriate Associate Vice President | Within 10 business days of receipt, AVP gives decision                                                  |
| Student appeals to the Academic Division Vice President | Within 10 business days of receipt, Academic Division Vice President gives decision. Decision is final. |

## **IX. INSTITUTION GRADING SCALE**

Upon student completion of a course, a letter grade is assigned to the student based on assessed performance by College faculty.

They are:

- Letter grade "A" 90% - 100% of available points
- Letter grade "B" 80% - 89% of available points
- Letter grade "C" 70% - 79% of available points
- Letter grade "D" 60% - 69% of available points
- Letter grade "F" 59% and below of available points