

PROCEDURE

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LEGAL AUTHORITY	P6Hx23-4.20	6/28/22 Revision #22-6

P6Hx23-4.20 PROCEDURE: GRADING SYSTEM

- I. Letters are used to indicate the quality of work done by students at St. Petersburg College:

A	excellent	awards 4 quality points
B	good	awards 3 quality points
C	average	awards 2 quality points
D	poor	awards 1 quality point
F	unsatisfactory.....	awards 0 quality points
I	incomplete	awards 0 quality points
N	no credit (college preparatory courses only)	
NG	no grade reported	
P	passing (credit courses)	
S	satisfactory (non-credit courses only)	
SP	showing progress (non-credit courses only)	
U	unsatisfactory (non-credit courses only)	
W	withdrawal	
WF	Withdrawal after the "W" period.....	awards 0 quality points
X	audit	

- II. Special instructions for grades

- A. The use of Incomplete "I" Grades is reserved for cases of illness, unforeseen circumstances, military assignments, or other verified emergencies that prevent a student from completing a course by the last day of class for that term. Incomplete "I" grades may only be assigned if a written agreement has been documented, agreed to, and signed or electronically acknowledged by both the student and faculty member.

Incomplete "I" Grades may only be assigned if at least half of the coursework has been completed at passing quality.

At the end of the semester following the one in which the incomplete grade was assigned (Spring or Fall), "I" Incomplete grades will revert to the grade submitted in the Change of Grade survey or become the "Course Grade with no Further Submission" as recorded on the signed Incomplete Grade Contract.

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- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.

- C. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F."

- D. "P" may be used as follows:
 - 1. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.

 - 2. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP) may be designated by the grade of "P". Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.

 - 3. Credit awarded for the Basic/Computer and Information Literacy competency OPT-OUT test may be designated by the grade of "P".

 - 4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant Program will be graded on a "P/F" basis.
 - PHT 1801L—Physical Therapy Clinical Practice I
 - PHT 2810L—Physical Therapy Clinical Practice II
 - PHT 2820L—Physical Therapy Clinical Practice III

 - 5. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a "P/F" basis.

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- E. Students who wish to audit a college-level credit course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director, and the campus provost, associate provost or the site administrator.

Fees are the same for both credit and audit students.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.

Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.

History: Adopted – 7/17/12. Effective – 7/17/12; 6/28/22. Filed – 6/28/22. Effective – 7/1/22.