



**POLICY: 6Hx28:4-07**

Responsible Official:  
Vice President, Academic Affairs and  
Planning

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 04-20-2010

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## **Academic Progress, Course Attendance and Grades, and Withdrawals**

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### **Policy Statement:**

Valencia College shall endeavor to promote student academic success, respect the academic prerogatives of faculty with regard to their judgment of student academic performance, and to treat students fairly in their progress towards the completion of their respective academic programs at the College, with respect to academic matters including, without limitation, class attendance, grading, final examinations, and course withdrawals. The President, or designee(s), may establish forms and procedures to implement this policy.

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### **Procedures:**

- I. Attendance:
  - A. Professors shall keep attendance and grade records for all students enrolled in their classes and for maintaining those records for a period of three years.
  - B. Students are expected to attend all classes for which they are registered.
  - C. Professors must include their specific attendance policy and procedures in the syllabus they provide to their students.
  - D. Professors must report no-show students at the end of the first week of the term by using the Mid-term Grade function on Atlas and must consult Atlas class rolls after add-drop to confirm official enrollments.

- E. Professors should inform a student, either in writing or electronically via Atlas, if the student accumulates absences that threaten his or her academic progress or standing in the class.
  - F. It is the student's responsibility to communicate with his or her professor regarding any absences. Failure to do so in a timely manner may put the student at risk of academic penalty as indicated in the attendance policy on the professor's syllabus.
- II. Grades and Academic Progress:
- A. Professors should keep students informed of their academic progress on a regular basis throughout the term. Students making below a "C" at or about mid-term shall be so informed by their professor.
  - B. In compliance with relevant law and college policy, Professors are prohibited from publically posting student names, student identification numbers and grades with respect to performance or conduct in a course.
  - C. Professors shall assign letter grades as outlined in the College catalog. A grade must be recorded for every course in which a credit student is enrolled.
  - D. Professors should provide records of final grades and last date of attendance for withdrawn students to their deans at the end of each term.
  - E. Professors should use the Atlas notification system to notify students of "Below C" grades at or about mid-term.
  - F. Final course grades of "A," "B," "C," "D," or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination may receive a final course grade earned, unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor's course syllabus.
  - G. By assigning an "I," the professor indicates that the student can receive a passing grade by completing satisfactorily the unfinished course work before the conclusion of the subsequent term. Further, the professor assumes the responsibility for grading the additional work and reporting the changed grade to the office for student records. Incomplete work must be made up during the ensuing term in such a manner that permits the "I" grade to be converted to a letter grade ("A-F"). A student who receives an "I" and does not complete the required course work before the conclusion of the ensuing term shall receive a grade of "F" or as otherwise addressed in the Professor's course syllabus.
  - H. For any attempt after the second in non-repeatable courses, the student must be awarded a letter grade of "A," "B," "C," "D," or "F," unless the professor elects to assign the student a grade of "I."

### III. Withdrawal from a Course:

- A. A student is permitted to withdraw from a class on or before the withdrawal deadline of approximately mid-term, as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline.
- B. A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A faculty member is not permitted to withdraw a student from his or her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:8-03).
- C. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor at any time before the start of the final examination period will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." The grades of "WP" and "WF" are eliminated.
- D. A student who receives a grade of "W" will not receive credit for the course, and the "W" will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.
- E. If a student withdraws from a class, the student may, upon request and only with the faculty member's permission (which may be withheld at any time in the sole discretion of the faculty member), continue to attend the course. If a student is withdrawn by a faculty member or is administratively withdrawn, the student is not permitted to continue to attend the class.

### IV. Final Examinations:

- A. Professors are required to offer final examinations to all credit students (except those taking course work for audit) during the scheduled final examination period.
- B. Professors are required to keep the final examination papers on file for one session. The type and nature of the final examination rests with the supervising administrator and the individual professor.

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#### **Related Documents/Policies:**

6Hx28:10-13, Student Academic Dispute and Administrative Complaint Resolution; College Catalog, "Course Attempts, Course Withdrawal, Course Repeats, and Grade Forgiveness."

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**Policy****History:**

Adopted 12-11-74; Amended 12-15-82; Formerly 6Hx28:5-09; Amended 11-18-92; Amended 5-15-07; Amended 4-20-10; Formerly 6Hx28:05-13, 6Hx28:04-07, 6Hx28:04-11, and 6Hx28:4-08

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**Procedure****History:**

Adopted 12-15-82; Amended 11-18-92; Amended 9-17-97; Amended 5-15-07; Amended 4-20-10; Formerly 6Hx28:05-13, 6Hx28:04-07, 6Hx28:04-11, and 6Hx28:04-08