



POLICY: 6Hx28:4-07

Responsible Executive: College
Provost & Vice President, Academic
Affairs

Policy Contacts:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 02-26-2020

Date of Last Policy Review:
02-26-2020

Academic Progress, Course Attendance and Grades, and Withdrawals

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. Regular class attendance is a student obligation and a student is responsible for all the work in all courses and class meetings. Students enrolled in courses at Valencia shall not incur academic or financial penalties by virtue of performing military service on behalf of the United States. Such students shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The President, or designee(s), may establish forms and procedures to implement this policy, consistent with the requirements of applicable laws, rules and regulations.

Related Policies:

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

Policy History:

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 5-15-07; Amended 4-20-10; Amended 2-20-20; Formerly 6Hx28:5-09; Formerly 6Hx28:05-13, 6Hx28:04-07, 6Hx28:04-11, and 6Hx28:4-08

Procedures:**I. Attendance:**

- A. Professors shall keep attendance and grade records for all students enrolled in their classes and maintain those records for a period of three years.
- B. Students are expected to attend all classes for which they are registered. Students are responsible for satisfying all academic objectives as defined by the professor. The college expects students to take full responsibility for their academic work and academic progress.
- 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 during the no-show reporting period by using the Final Grade function on Banner and must consult Banner class rolls after add-drop to confirm official enrollments.
- E. Professors should inform a student, either in writing or electronically via Banner, if the student accumulates absences that threaten their academic progress or standing in the class.
- F. It is the student's responsibility to communicate with their professor regarding any absences. Regardless of the reason for an absence, it is the student's responsibility to follow the professor's policies regarding making up missed assignments and providing any required documentation related to the absence. 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. Absences

- A. Absences count from the first class meeting. Professors have the right to request documented verification for all excused absences.
 - 1. In some circumstances, a student may have an approved disability accommodation that allows a pre-determined amount of agreed upon absences arranged prior to each absence. In these situations, it may not be necessary or required for a professor to request additional documented verification.
- B. Class attendance is regarded as an academic matter. It is the responsibility of the students to know the attendance policy of each course they are taking. Students must inform their professor(s) of absences from classes prior to or as soon as possible after the absence.
- C. Excused Absences.
 - 1. Absences from class for religious observances, jury duty, participation in extracurricular activities in which students are official representatives of the college, and active military obligations are recognized as excused absences and must be excused.
 - 2. Professors are also required to excuse a student's absence due to pregnancy or related conditions, including recovery from childbirth for as long as the student's doctor documents the absences to be necessary. When the student returns to classes, the student must be provided the opportunity to make up any work missed, or if this is not possible or practical based on individual course circumstances, a reasonable alternative(s) enabling course completion. Faculty are encouraged to contact the College's Equal Opportunity Office for guidance relating to pregnancy related requests for absences.
 - 3. In accordance with Policy 02-08, a student shall, upon notifying their professor, be excused from class without penalty to observe a religious holy day of the student's religious faith. Notification must be made no later than one week prior to the holy day or as prescribed by the professor at the beginning of the Session.
 - 4. Other reasons for absence also may be approved, at the discretion of the professor. Accordingly, other than the situations where absences must be excused, faculty requirements for attendance may vary but must be clearly stated in the professor's syllabus.

III. 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 are required to provide records of final grades and last date of attendance for withdrawn students to their deans and/or record same in Banner at the end of each term.
- E. 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.
- F. 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.
- G. 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."

IV. 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 their 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."
- 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.

III. 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. The type and nature of the final examination rests with the supervising administrator and the individual professor.
- B. Professors are required to keep the final examination submissions on file for one year after final class grades are posted, provided no appeal is pending.

Procedure History:

Adopted 12-15-82; Amended 11-18-92; Amended 9-17-97; Amended 5-15-07; Amended 4-20-10; Amended 2-26-20; Formerly 6Hx28:05-13, 6Hx28:04-07, 6Hx28:04-11, and 6Hx28:04-08

Date of Last Procedure Review: 02-26-2020