

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: April 5, 2012

REGULATION CHAPTER NO.: Chapter 4

REGULATION CHAPTER TITLE: Academic Affairs

REGULATION TITLE AND NUMBER: 4.101 – Grading Policies.

SUMMARY OF REGULATION: This revision provides the circumstances under which an “T” grade change may convert to an “F”, creates a new “PN” grade and incorporates new guidelines for changing a recorded grade.

AUTHORITY FOR REGULATION: Section 7 (c), Article IX, Florida Constitution and Board of Governors Regulations 1.001 and 8.012.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Larry Robinson, Provost and Vice President for Academic Affairs.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Larry Robinson, Provost and Vice President for Academic Affairs, 301 Foote-Hilyer Administration Center Tallahassee, Florida 32307 (850) 599-3276 (phone), (850) 561-2551 (fax), larry.robinson@famu.edu or Linda Barge-Miles, Assistant Vice President for Academic Affairs at linda.bargemiles@famu.edu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of this amended regulation follows:

Regulations of Florida A&M University



4.101 Grading Policies

The University supports its grading system which is based upon the integrity of a grade earned in a course. The University Registrar is the official custodian of student grades and is responsible for recording approved grade change requests.

(A) Assignment of Grades

1. Grades are assigned at the end of the term in which the student was registered for the course.
2. Due to extenuating circumstances beyond the control of the student, a grade of "I" may only be assigned if the student is passing the course, but has not completed all of the required work by the end of the term. Grades of "I" may not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.
3. A grade of "PN" will be assigned when a student is passing a course, but is not proficient. The use of the "PN" grade is only approved for courses in the Physical Therapy Graduate Program.
4. A student receiving an "I" or "PN" grade should not re-enroll in the course until after the "I" or "PN" grade has been permanently changed to a letter grade.

(B) Change of Grade

Changes of grades may only be accomplished under special circumstances and are governed by the following guidelines:

1. Grade changes pertaining to a grade of "I" or "PN" must be submitted by the end of the next term in which the student is enrolled ~~or within one (1) calendar year from the end of the term during which the "I" was issued, whichever comes first.~~ An "I" grade that is not changed by the specified time will revert to an "F". A "PN" grade that is not changed by the specified time will revert to the grade earned by the student at the time the "PN" was assigned.
2. All grade changes resulting from a grade appeal must be submitted within one semester of the issuance of the grade.
3. Any other grade changes must be made within one semester of when the grade was initially assigned.

(C) Procedure Governing the Process of Changing Recorded Grades

Grade changes can only be made for the following reasons:

1. When it is determined that a grade was recorded in error;
2. When removing “I” or “PN” grades; or
3. As a result of a student’s successful appeal of a grade.

Academic units wishing to request grade changes must submit a “Grade Change and Academic Record Update Form” to the Registrar’s Office for processing. The form must contain the signature of the respective academic Dean in order to be processed.

Specific Authority Article IX, Section 7(c), Florida Constitution, BOG Regulation 1.001.

History: New. 12-07-06; Amended - -12.