

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to describe the grading system and standards of progress for Adult Education programs: Adult Basic Education (ABE), High School Equivalency (GED®), Adult High School (AHS), Academic Skills Building (ASB), and English for Speakers of Other Languages (ESOL).

Procedure

A. Adult High School (AHS) Diploma

1. Grading System: designed to evaluate the performance of a student as fairly and equitably as possible. Letter grades will be assigned for courses as follows:

A	90 percent – 100 percent
B	80 percent – 89 percent
C	70 percent – 79 percent
D	60 percent – 69 percent
F	Below 60 percent
SW	State Withdrawal
W	Withdrawal

Award of Grades:

Students are withdrawn from the class if they miss six (6) consecutive face-to-face classes. The drop happens automatically when the sixth absence is entered on the myFSCJ attendance roster. The system does not distinguish between withdrawal reasons and the student is assigned a W grade.

A student who earns an F, SW, or W grade for a course may repeat the course. On the second attempt of the course, a letter grade of A, B, C, D, or F must be awarded.

2. Standards of Academic Progress: Adult High School (AHS)
 - a. In order to maintain satisfactory academic progress, students must maintain a term grade point average (GPA) of at least 2.0 for each term they are enrolled.
3. Progression Process: Adult High School (AHS)
 - a. Students are required to meet with an advisor each term.
 - b. In order to graduate, an overall cumulative GPA of 2.0 is required.
 - c. Students who fail to meet the 2.0 GPA for two (2) consecutive terms will be referred to the High School Equivalency (GED®) Program.

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4. Attendance Tracking Process: Adult High School (AHS)

- a. Instructional Attendance Hours (scheduled number of hours in a course that a student can reasonably be expected to attend) are reported to the State and used to calculate Full Time Equivalents (FTEs) for students attaining more than ten (10) Instructional Attendance Hours and not having six (6) consecutive absences.
- b. Exceptions to the above apply to the following withdrawal types that will reduce the number of Instructional Attendance Hours reported:
 - i. Student-Initiated Withdrawal (W)
 - ii. Required State Withdrawal (SW) for six (6) consecutive absences, or
 - iii. Student-Earned Educational Credit (A, B, C, D, F, SW, W) prior to the ending of a course.
- c. Students must be enrolled in a program for a minimum threshold of twelve (12) Instructional Attendance Hours in a single reporting period per program to be considered an enrollment. With an allowance for pre-testing of two (2) hours, students must be reported within a minimum of ten (10) Instructional Attendance Hours.

B. Adult Basic Education (ABE), High School Equivalency (GED®) and Academic Skills Building (ASB)

1. Grading System: designed to evaluate the performance of a student as fairly and equitably as possible. Letter grades will be assigned for courses as follows:

S	Satisfactory*
U	Unsatisfactory**
SP	Satisfactory Progress***
SW	Required State Withdrawal
W	Withdrawal

2. Definition of course completions:

ABE Course completion means progression to the next NRS level based on post-test scores on a State-approved and College-preferred assessment.

GED® Course completion for an individual subject course means a student has the required passing score of 145 on the 2014 GED® content subtest module, or the required minimum passing score of 580 on the 2014 GED® Battery Exam.

ASB Course completion means progression to the next NRS level based on post-test scores on a State-approved and College-preferred assessment if the student starts in NRS Level 5. For students in NRS Level 6, course completion means achieving the student-selected goal that placed the student into the program.

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Award of Grades:

*The “S” or Satisfactory grade may only be awarded to a student who has successfully completed the appropriate course.

**The “U” or Unsatisfactory grade is awarded to a student who did not post-test, did not successfully complete the coursework, is not making satisfactory progress, and/or has been absent for more than fifteen percent (15%) of scheduled class in any given term from the date of enrollment. Documented computer work may NOT be used to make up for absences but can be documented for post-testing hours only. The “U” grade is not to be issued until the end of the course and is overridden if a student earns an “SP” or “S” based on test scores.

***The first SP (Satisfactory Progress) grade is given to a student who maintains satisfactory attendance based on the above standard and is making a good faith effort to learn. The student may earn the SP grade in any course for up to three (3) attempts.

To earn the SP grade in the second and third attempt the student must demonstrate the following minimum progression:

ABE Students must demonstrate a minimum of a ten (10)-point scale score progression on the post-test following the required number of instructional contact hours.

GED® Students in a single subject GED® course must complete 75% of assigned coursework from the first date of attendance.

If the student takes the course for a fourth term, an “S” or “U” must be awarded.

Students are withdrawn from the class if they miss six (6) consecutive face-to-face classes. The drop happens automatically when the sixth absence is entered on the myFSCJ attendance roster. The system does not distinguish between withdrawal reasons and the student is assigned a W grade.

3. Standards of Academic Progress: High School Equivalency (GED®) and Adult Basic Education (ABE)

a. In order to maintain satisfactory academic progress, students must meet the following minimum standards each term they are enrolled:

i. S (Satisfactory) or SP (Satisfactory Progress) in 50% of their courses.

4. Progression Process: GED®, ABE

a. Students are required to meet with an advisor each term.

b. Students who do not meet the standard outlined above will initially be placed on academic warning. Students who make satisfactory progress during the term in which they are on warning will return to satisfactory status.

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- c. Students who do not make satisfactory progress based on the standard while on warning will be placed on suspension and will not be allowed to enroll for one (1) full term for the first two (2) suspensions. The third time a student is suspended, three (3) full terms must pass before reinstatement.
 - d. After suspension, a student may be reinstated on probationary status. Enrollment is limited to one (1) class only. The required class needed takes priority. Students who make satisfactory progress during the term in which they are on probation will return to satisfactory status.
 - e. Students who meet the Standards of Academic Progress (3,a) outlined above *but* earn a “U” grade in the same course for two (2) consecutive terms will complete a reinstatement application and, if approved by the Instructional Program Manager, be allowed to register for only that course until successful completion.
5. Attendance Tracking Process: GED®, ABE
- a. Instructional Attendance Hours (scheduled number of hours in a course that a student can reasonably be expected to attend) are reported to the State and used to calculate Full Time Equivalent (FTEs) for students attaining more than ten (10) Instructional Attendance Hours and not having six (6) consecutive absences.
 - b. Exceptions to the above apply to the following withdrawal types that will reduce the number of Instructional Attendance Hours reported:
 - i. Student-Initiated Withdrawal (W).
 - ii. Required State Withdrawal (SW) for six (6) consecutive absences, or
 - iii. Student-Earned Educational Gain (S) prior to the ending of a course.
 - iv. Students must be enrolled in a program for a minimum threshold of twelve (12) Instructional Attendance Hours in a single reporting period per program to be considered an enrollment. With an allowance for pre-testing of two (2) hours, students must be reported within a minimum of ten (10) Instructional Attendance Hours.

C. English for Speakers of Other Languages (ESOL)

1. Grading System: designed to evaluate the performance of a student as fairly and equitably as possible. Letter grades will be assigned for courses as follows:

S	Satisfactory*
U	Unsatisfactory**
SP	Satisfactory Progress***
SW	Required State Withdrawal
W	Withdrawal

2. Definition of course completion: Course completion means progression to the next NRS level based on post-test scores on a State-approved and College-preferred assessment.

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Award of Grades:

*The “S” or Satisfactory grade may only be awarded to a student who has successfully completed the appropriate course.

**The “U” or Unsatisfactory grade is awarded to a student who did not post-test, did not successfully complete the coursework, is not making satisfactory progress, and/or has been absent for more than fifteen percent (15%) of scheduled class in any given term from the date of enrollment. Documented computer work may NOT be used to make up for absences but can be documented for post-testing hours only. The “U” grade is not to be issued until the end of the course and is overridden if a student earns an “SP” or “S” based on test scores.

***The first SP (Satisfactory Progress) is awarded to a student who maintains satisfactory attendance based on the above standard and is making a good faith effort to learn. The student may earn the SP grade in any course for up to six (6) attempts.

To earn the SP grade in the second through sixth attempt, the student must demonstrate the following minimum progression: Student has qualified for and takes the approved assessment.

If the student takes the course for fourth term, an “S” or “U” must be awarded.

Students are withdrawn from the class if they miss six (6) consecutive face-to-face classes. The drop happens automatically when the sixth absence is entered on the myFSCJ attendance roster. The system does not distinguish between withdrawal reasons and the student is assigned a W grade.

3. Standards of Academic Progress: English for Speakers of Other Languages (ESOL)
 - a. In order to maintain satisfactory academic progress, students must meet the following minimum standards each term they are enrolled.
 - b. For ESOL, this requires S (Satisfactory) or SP (Satisfactory Progress), for 50% of courses.

4. Progression Process: English for Speakers of Other Languages (ESOL)
 - a. Students are required to meet with an advisor each term.
 - b. Students who do not meet the standard outlined above will initially be placed on academic warning. Students who make satisfactory progress during the term in which they are on warning will return to satisfactory status.
 - c. Students who do not make satisfactory progress based on the standard while on warning will be placed on suspension and will not be allowed to enroll for one (1) full term for the first two (2) suspensions. The third time a student is suspended, three (3) full terms must pass before reinstatement.

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- d. After suspension, a student may be reinstated on probationary status. Enrollment is limited to one (1) class only. The required class needed takes priority. Students who make satisfactory progress during the term in which they are on probation will return to satisfactory status.
- e. Students who meet the Standards of Academic Progress (3,a) outlined above *but* earn a “U” grade in the same course for two (2) consecutive sessions will complete a reinstatement application and, if approved by the Instructional Program Manager, be allowed to register for only that course until successful completion.

5. Attendance Tracking Process: English for Speakers of Other Languages (ESOL)

- a. Instructional Attendance Hours (scheduled number of hours in a course that a student can reasonably be expected to attend) are reported to the State and used to calculate Full Time Equivalents (FTEs) for students attaining more than ten (10) Instructional Attendance Hours and not having six (6) consecutive absences.
- b. Exceptions to the above apply to the following withdrawal types that will reduce the number of Instructional Attendance Hours reported:
 - i. Student-Initiated Withdrawal (W).
 - ii. Required State Withdrawal (SW) for six (6) consecutive absences, or
 - iii. Student-Earned Educational Gain (S) prior to the ending of a course.
- c. Students must be enrolled in a program for a minimum threshold of twelve (12) Instructional Attendance Hours in a single reporting period per program to be considered an enrollment. With an allowance for pre-testing of two (2) hours, students must be reported within a minimum of ten (10) Instructional Attendance Hours.

D. Reinstatement Process: Adult High School (AHS), High School Equivalency (GED®), Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL)

- 1. Students who are academically suspended for the first two (2) suspensions will not be allowed to enroll in any courses for one (1) full term. Students academically suspended for a third suspension will not be allowed to enroll in any courses for three (3) full terms.
- 2. Following the required one (1)-term and/or three (3) full terms of suspension, students who wish to re-enter High School Equivalency or ESOL programs must complete a Reinstatement Application with an advisor on the campus they were attending at the time of suspension. The application for reinstatement will be reviewed by the Campus/Center Instructional Program Manager (IPM) to determine and document approval status.

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3. In any given term, students earning a Required State Withdrawal (SW) for six (6) consecutive class absences, and/or having more than one (1) Withdrawal (W) within a term who wish to re-enter any Adult Education programs must complete an application for reinstatement with an advisor on the campus they were attending at the time of the withdrawal. The Reinstatement Application will be reviewed by the Campus/Center IPM to determine and document approval status.
4. Students who apply for reinstatement will be reinstated on a probationary status and allowed to register for one (1) course (required course takes priority).
5. The instructional program manager will enter the appropriate code into the registration system indicating approved reinstatement. This process clears the student for registration.
6. Once a student has been reinstated (approved for registration), completion of the course taken during the semester of reinstatement will permit the student to register for the subsequent term.

E. Grade Appeals: Adult High School (AHS), High School Equivalency (GED®), Adult Basic Education (ABE), and English for Speakers of Other Languages (ESOL)

1. If a student believes they have been unfairly evaluated, the student has the right to appeal the final course grade through the established Florida State College at Jacksonville Academic Grade Appeal Process. Information on the Florida State College at Jacksonville Academic Grade Appeal Process is available in the student handbook, the College Catalog and in the office of the campus dean for Student Success.

REFERENCES: F.S. 1001.64, 1001.65, 1003.56, 1004.93, 1004.94, SBE Rule 6A-6.014, 6A-6.0900

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