Santa Fe College
Rules Manual

Title:	**Grading System**	**Rule 4.2**
General Authority:	FS 1001.64	
Law Implemented:	FS 1001.64(4)(8), 1004.68; 6A-14.0261(4), 6A-14.0301, FAC	
Effective Date:	October 22, 2025	

Purpose: To state the grading system of the College.

I. Grades

Instructors shall have the responsibility and authority to determine grades. Grades and grade point values are as follows:

Passing Grade		Grade Points
A	Superior Achievement	4
B+		3.5
B	Good Achievement	3
C+		2.5
C	Satisfactory Achievement	2
D+		1.5
D	Minimum Achievement	1

Failing Grades		
F	Failure	0
XF*	Failure – Academic Misconduct	0

Non-Punitive Symbols - No Grade Points	
X	Audit
W**	Withdrawal
I***	Incomplete

* The "XF" grade is a failing grade that indicates academic misconduct. This grade may be assigned as a sanction by the Student Conduct Officer as an outcome of a student conduct process with a finding of academic misconduct.

** Special Provisions Relating to “W” Symbol: A “W” symbol may be assigned at the discretion of an instructor when a student fails to attend the course in accordance with the absentee policy of said course. The provisions of this rule are subject to all requirements of FAC Rule 6A-14.0301.

*** Special Provisions Relating to "I" Grade: This grade should be applied only to those students who have achieved significant progress toward completion of course requirements.

An "I" that is not changed through completion of the course will automatically be converted to "F" at the close of the next major term following the issuance of the grade. Fall term and spring term shall be considered major terms.

II. Change of Grade or Symbol

Grade or symbol changes shall not be made after one year following the end of the semester in which the course was taken, except in cases of College error or administrative approval.

III. SF Fresh Start

SF Fresh Start enables students to apply to exclude their academic record prior to a specified date from their cumulative grade point calculations at Santa Fe College. Each student may only be granted Fresh Start once. The excluded portion of the academic record must be at least five years old. Procedure 4.2P will delegate authority to the college officials who are responsible for making SF Fresh Start application decisions and appeal decisions.

IV. Grades in Adult Education

The Santa Fe College Adult Education Program serves students striving to improve their basic literacy skills via Adult Basic Education (ABE), earn a high school diploma by passing the tests of General Educational Development (GED), and/or improve their basic English speaking, listening, reading and writing skills via English for Speakers of Other Languages (ESOL). The program follows an open/entry-open/exit format (space permitting), and students may enroll for many semesters, depending on the time needed to meet their goals. Enrollment shall be limited to three years cumulatively, except for unusual cases explicitly recommended and documented by the Adult Education Program and approved by the Provost.

Because of the varied academic levels of the Adult Education student population, the grades of P (Pass) and F (Fail) will be used in this program. The grade of P will be assigned when students are attending, participating in class and lab activities, and making strides toward program goals. The grade of F will be assigned when students do not participate meaningfully in their academic program or make progress toward program goals.

V. S/U Grades

To support student retention and persistence during a declared national or state emergency, the District Board of Trustees authorizes the President to adopt non-punitive S/U grades as an alternative to traditional letter grades. The College will provide adequate notice and guidance to students regarding the parameters and consequences of selecting this option, which will include a statement of the student's inability to switch to a traditional grade once the S/U option has been selected.

In addition, the District Board of Trustees authorizes the President to approve the S/U grading system for designated courses absent a declared national or state emergency at the recommendation of the Provost once graduation applicability, transfer applicability, financial aid stipulations, and other implications have been thoroughly investigated. The course designation will be listed in the College Catalog. Students enrolled in these courses will receive a grade of S or U. The grade of S will be assigned when the student has made sufficient progress to advance. The grade of U will be assigned when sufficient progress has not been demonstrated.

VI. Delegation to President

The President is authorized to adopt procedures to implement this rule.

Rule History
October 2025 (410.645)
November 2024 (410.633)
November 2021 (410.599)
May 2020 (410.569)
June 2019 (410.558)
January 2014 (410.480)
March 2002 (410.326)
July 1990 (410.143)
June 1983 (410.104)
March 1977 (410.66)