### 6.12 Grading System-Curriculum

**Last Revised:** January 2014

**Policy:** Piedmont Community College (PCC) provides students with a defined Curriculum grading system and procedures.

**Purpose/Definitions:** To outline the process for PCC faculty and students for submission of final grades for curriculum courses and to outline the PCC grading system.

#### Grade Chart

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal or Drop</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CE</td>
<td>Credit-by-Examination</td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
</tr>
<tr>
<td>P</td>
<td>Pass – Developmental Courses only</td>
</tr>
<tr>
<td>R</td>
<td>Repeat – Developmental Courses only</td>
</tr>
<tr>
<td>TP</td>
<td>Tech Prep Credit</td>
</tr>
</tbody>
</table>

*grades not used in computing grade point average
Explanation of Special Grades

I (Incomplete) indicates that a student is unable to complete the course requirements within the semester. The student must complete the Incomplete Form which outlines the remaining course requirements to be completed and the deadline for completing before the I grade becomes an F. A student’s grade point average will be recomputed when the instructor files the appropriate form with the Director of Admissions and Records changing the I grade to a permanent grade of A, B, C, D, or F.

AU (Audit) indicates that a student chooses to attend a course but does not desire to earn credit. The intent to audit a course must be indicated at the time of registration. Course audits will be allowed on a space available basis. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

No courses may be audited more than two times within a five-year period. Attendance, preparation, participation in the classroom discussion, laboratory exercises, examination and tests shall be agreed upon with the instructor. The fee for auditing a course is equal to the fee for registering for a course for a credit. Students taking courses for an audit grade are not eligible to receive Pell Grant or Veterans assistance awards.

CE (Credit-by-Examination) indicates that a student has demonstrated above average mastery of the course content on an examination. A grade of CE carries no grade points but credit is received for the course. Credit-by-Examination tests are given each semester. Eligibility to take credit-by-examination may be based on high achievement in secondary schools, post-secondary schools, or experience. Arrangements for examinations should be made with the major subject instructor and the Dean of Student Development. A student may complete only 50% of the courses in a program of study through credit-by-examination. Credit hours received through credit by examination are not used in computing financial aid or Veteran’s Assistance awards. A student who receives an F, I, or W grade in a course is not eligible to attempt credit-by-examination for that course. Credit-by-examination may only be attempted once for each course.

AP (Advance Placement) indicates that a student has demonstrated mastery of course content through the College Board Advanced Placement (AP) Program.

TC (Transfer Credit) refers to credit received from other accredited institutions.

TP (Tech Prep) refers to credit received for documented College level competencies achieved through articulation agreements with area high schools.

NS (No Show) The student has not attended the class prior to the Census point and is dropped with a grade of NS.

P (Passing) The Student Successfully completes a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE).

R (Repeat) The Student does not successfully completes a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE).
W (Withdraw) A student withdrawing prior to the 70% point of the class will receive a grade of W. W grade is not used to compute the student’s GPA. After the 70% point a student would not be allowed to initiate a withdrawal.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority over this policy.

Procedure:

Final Grade Submission
Faculty will submit final grades electronically by WebAdvisor at the completion of the course using the grade chart and submit grades and attendance roster to the appropriate academic dean. Each dean is responsible for verification of completeness of attendance rosters and for providing accurate information in the audit files.

Change of Grade
Once a grade has been awarded, it may be changed only by the instructor submitting the appropriate paperwork to the Director, Admissions and Records. This process should be completed by the end of the following semester.

College Grade Appeals Process
A student may appeal a grade through the Grade Appeal Process, PCC Policy 7.12.3.

Developmental Course Grades
The only grades that can be given for a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE) are a P – Pass or R- Repeat.

Credit Hour
The U. S. Department of Education (DOE) defines and the North Carolina Community College System (NCCCS) outlines a credit hour in the Curriculum Program Guidelines. The unit of credit is the semester hour. A semester hour is equal to:

- one hour of classroom instruction per week for one semester;
- two hours of laboratory instruction per week for one semester;
- three hours of laboratory instruction per week for one semester;
- three hours of clinical/practicum/internship/externship instruction per week for one semester; and
- ten hours of cooperative work experience per week for one semester.

Grading Points
Grade points, the numerical equivalents of the letter grade, are used to determine academic honors.

The grade point average is computed by dividing the total number of grade points earned by the total of semester hours attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, F, or I are computed in the grade point average.
A 2.00 grade point average in the major area of study is required for graduation. PCC Policy 6.14, Standards of Academic Progress, provides additional information concerning grade point average as it relates to federal financial aid.

**Grade Forgiveness**

A student who re-enters curriculum courses in the College after two years may request in writing, with the recommendation of their advisor, that the Director, Admissions and Records re-evaluate the student’s transcript. Under this policy, the student may request that their previous grade(s) of “D” or “F” not be used in calculating the cumulative grade point average. Courses and grades will remain on the transcripts. Prior to the reevaluation, the student must complete at least 12 credit hours of coursework with a minimum grade of C in each course. Each student may receive only one reevaluation for grade forgiveness.

Any grade used in an awarded degree/diploma/certificate from PCC cannot be considered in the reevaluation process.

**Legal Citation:** G. S. 115D-20

Exhibit 6.12

Piedmont Community College
Incomplete Form

__________________________________  ____________________  _______________________
Student’s Name                      Student ID #                  Last Date of Attendance

__________________________________  ____________________  _______________________
Course Number and Section            Semester/Year               Instructor

Reason for the Incomplete:


Work to be Completed:


Conditions (including required completion date):

Signature of Student ____________________________________________________________ Date

Signature of the Course Instructor ______________________________________________ Date

Signature of the Academic Dean ________________________________________________ Date

If an I grade is given, this form must be completed and submitted to the Records Office with final grades.