



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Grading System and Standards of Progression

RELATED POLICY AND PROCEDURES: 3-2-1050 Grading System and Standards of Progression, Honors, Probation and Attendance

DIVISION OF RESPONSIBILITY: Academic Affairs and Student Affairs and Communication

June 24, 2013

October 30, 2019

October 30, 2019

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs in conjunction with the Academic Deans and the Registrar to review and revise this procedure.

Procedure

A. Procedural Responsibilities

The responsibility for implementing procedures related to grading is shared by the Academic Affairs and the Student Affairs and Communication Divisions.

1. It is the responsibility of the Registrar to manage the submission of grades.
 - a. The Registrar coordinates grading processes with faculty and recommends any changes to policies, procedures, and forms to the Academic Affairs Leadership Team.
 - b. The Registrar makes available to the faculty forms and processes needed to post grades and makes grade changes along with instructions for completion of these forms and processes.



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2. It is the responsibility of the Academic Affairs Leadership Team to approve all policies and procedures related to grading.
3. It is the responsibility of faculty to complete all required forms/processes with accuracy and timeliness.

B. Midterm Grades

The awarding and submission of Midterm grades or the publication of current grade status throughout the semester is required for full-term semesters. At the midpoint of each term (excluding summer and other condensed terms), the Registrar opens midterm grading in Pathway to faculty. The following grades are acceptable as midterm grades:

Grade	Grade Definition
S – Satisfactory	The student is likely to earn an A, B, or C
M = Marginal	The student is in danger of failing
U = Unsatisfactory	The student is likely to earn a D, F or NC depending on the curriculum requirement

1. Instructors assign each student one of the grades listed above at midterm. This is based on a combination of current data (e.g. test scores) plus instructor assessment of any other appropriate factors (e.g. attendance, failure to submit assignments). The resulting grade represents the instructor's best judgment as to the student's probable standing in the course if student performance does not change during the rest of the term.
2. Once midterm grades post, academic departments and advising staff have access to the midterm grades for follow-up and intervention.
3. Students have access to their midterm grades through their Pathway account.
4. Financial aid staff may review the midterm grades for use in status verification.



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C. Final Grades

At the end of each semester, letter grades, given in all courses, indicate the quality of work completed by the student. Faculty post final letter grades on the class roster using the established deadlines for each semester and/or part of term. (Dates may be found in the Academic Catalog, Student Calendar and Handbook, as well as Pathway. All students listed on the class roster must be assigned a final grade. When a grade of W, F, I, NC, or CF is assigned, the last date of attendance (LDA) must be entered in Pathway.

The Academic Affairs Leadership Team approved the following grading scale and procedures for awarding earned credit:

A = 94-100	Excellent – 4 grade points per semester hour
B = 85-93	Above Average – 3 grade points per semester hour
C = 75-84	Average – 2 grade points per semester hour
D = 70-74	Passing – 1 grade point per semester hour
F = 0-69	Failure – no grade points

Science courses may use a 10-point grading scale

I = Incomplete	A small part of the term's work remains undone. The student has 30 class days to complete the work and earn a letter grade. Otherwise, the "I" will convert to an "F". No credit or grade points.
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CF = Carry Forward This grade is awarded only in a course that is scheduled across

terms such as self-paced, distance learning, dual enrollment or independent study. The CF grade is awarded ONLY at the time the traditional term ends, prior to the completion of the course. No credit hours or grade points are given and the student will not be required to re-register for the course that is continuing into the subsequent term. At the end of the course, the CF grade must be replaced with a permanent grade, issued by the instructor. If no grade is awarded, the CF will automatically convert to an "F" after one term plus an additional thirty class days.

AU = Audit	Assigned when a student has enrolled in a course for audit purposes. No credits or grade points.
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NC = No Credit	No credits or grade points. Non-punitive grade. Student should repeat course. The NC grade is only available for use in College Preparatory (Courses numbered below 100) courses.
W = Withdrawn	No credits or grade points. Awarded under the following circumstances: <ol style="list-style-type: none">1. Voluntary withdrawal initiated by student by the established deadline (see Academic Catalog, Student Calendar and Handbook and/or Pathway).2. Administrative withdrawal initiated by a faculty member or other college official by the established deadline (see Academic Catalog, Student Calendar and Handbook or Pathway).

D. Exceptions to Final Grading Scale

The final grading scale outlined in Section C above is the institutional standard. Any deviations from this standard (e.g. interpreting an “A” as other than 94-100; disallowing grades of “D” as passing) require the Academic Affairs Leadership Team approval, and if approved, the deviation must be widely communicated. However, under all circumstances, the grading scale within any given department must be consistent.

1. Health Care, Funeral Service, and Early Childhood Development Programs: Due to accreditation requirements, all core curriculum courses must be completed with a grade of “C” or better to progress in the program and graduate.
2. Dual Enrollment Grading:

The dual enrollment courses taught in the high schools must use the approved grading scale of Piedmont Technical College. All faculty teaching dual enrollment students must submit both a letter grade and a numerical grade using the established guidelines of the Registrar or designee.

E. Changing Grades

In certain circumstances, it may be necessary for a faculty member to change a grade previously awarded. Faculty submit the change on the Grade Change Form available in Pathway. The form is completed and signed by the original awarding instructor (or appropriate Department Head) and Dean. Aside from initial instructor error, justification for the grade change must be documented. If it is necessary to change a grade after more than two semesters have passed, the Vice President for Academic Affairs must approve the action.



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F. Repeating a Course to Improve a Grade

A student may elect to repeat a course in an effort to receive a higher grade than awarded after the first attempt. In such cases, the higher grade becomes the permanent grade. The original grade will continue to appear on the student's transcript; however, the lowest grade will no longer calculate into the cumulative grade point average (GPA).

G. Transfer Credit

Academic credit may be awarded for courses completed at other colleges and universities. An official transcript is required for review. Acceptance of credit will be at the discretion of the Registrar with the advice of the appropriate department head(s). Coursework may be creditable in the categories of major studies, general education studies, or elective studies. The following guidelines are considered when evaluating transfer credit:

1. Courses being considered for transferred must closely parallel courses being offered at Piedmont Technical College, both in content and credit hours earned and be from a regionally accredited college or university (as defined in the Higher Education Directory).
2. Only coursework with an earned grade of "C" or better may be awarded transfer credit.
3. The College reserves the right to validate the currency of institutional content. Department Heads validate technical coursework.
4. A grade of "TR" (transfer) is awarded for all transfer courses. This grade will not be included in the computation of the student's GPA but will award the credit hours earned to the official transcript. No more than three-fourths of the credits earned toward graduation can be transferred from other institutions.
5. When needed, students may be awarded developmental courses with no attached credit hours in order to meet prerequisites for higher level courses.

H. Exempting Courses

1. Credit by Exam:
If the student feels that he/she has sufficient knowledge in a given course, the option of petitioning for credit by exam is available. Only courses



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selected and recommended by the Department Head/Academic Program Director in consultation with the division Dean will have the option of credit by exam. The following procedures will apply in earning credits by examination:

- a. The completed Credit by Exam Form serves as the application for earning credit by examination. The application, which must include the course requested, as well as a justification for the request, is submitted to the Department Head/Academic Program Director or Division Dean for review and approval.
- b. After evaluating the application, the Division Dean, Department Head/Academic Program Director accepts or rejects the application by signing the Credit by Exam form.
- c. Payment of the Credit by Exam fee must post prior to the awarding of credit. Business Office staff will post payment.
- d. The Department Head/Academic Program Director using the Credit by Exam Form will schedule the time and location for the examination.
- e. All exams administered require the approval of the Department Head(s)/Academic Program Director(s) and must satisfy the operating standards as written in [PTC Procedure 3-1-1011.1 Academic Course Operating Standards](#).
- f. Each course may be challenged only once by examination. No Credit by Exam assessment taken repeatedly.
- g. The Credit by Exam form indicates if a practical skill evaluation was required and passed in addition to the written examination.
- h. The Credit by Exam form awarding the grade of “EE” must be on file in the student’s academic record.
- i. A copy of the student’s exam is retained in the student’s file within the department.



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Specific codes for the appropriate type of exemption are as follows:

EA--Technical Advanced Placement (TAP) High School Articulation

EC-- College credit over 8 years old

EE-- Exemption by Examination

EL-- Life Experience

EM--Exemption—Military

EP-- Advanced Credit (CLEP)

EO-- Other (i.e. Continuing Education Courses)

2. Articulation Credit:

If a student matriculates to the college from a secondary school in which an articulation agreement exists with PTC, the student must provide the appropriate documentation outlined in the articulation agreement in order to receive exemption credit. Upon receipt of an official copy of the high school transcript, the Department Head/Academic Program Director completes an evaluation and course credit may be awarded using the established exemption credit form(s).

3. Exemption Credit for Experiential Learning and Advanced Placement:

Department Heads/Academic Program Directors may determine that a student is eligible to exempt a given course by virtue of skills gained in another discipline or through work experience/professional certifications. When a Department Head/Academic Program Director observes that the student demonstrates the skill satisfactorily, the Exemption Credit Form is completed and submitted and the grade of “EL” (Exemption) awarded. Military experience, collegiate credit of a technical nature that is more than eight years old, and advance placement testing is eligible for the awarding of exemption credit. The grades awarded for each type of exemption are “EM”, “EC” and “EP”. The student must provide a detailed justification directly related to the course content and objectives in order to receive credit for the experience, credit, or testing. The appropriate Department Head/Academic Program Director, Divisional Dean, and the Vice President for Academic Affairs must provide written approval of the materials submitted before credit is awarded.

I. Independent Study:

This process is to afford students the opportunity to fulfill degree requirements when traditional opportunities are limited or nonexistent (e.g. course cancellation, course not offered but needed for graduation, etc.)



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- a. A student may take a maximum of two courses through a method of independent study prescribed by the instructor for the course with approval from the Department Head/Academic Program Director.
 - b. Requests to complete additional courses through independent study require written approval from the Divisional Dean and the Vice President for Academic Affairs.
 - c. Grading for independent study courses must be based on demonstrated student performance (tests, demonstrations, etc.)
 - d. Grading for independent study courses follows the approved PTC grading scale.

J. College Preparatory and Transitional Courses and Continuing Education Grades

The grades indicated in this policy may be assigned to College Preparatory and/or Transitional Studies or Continuing Education courses (as outlined above). However, credits earned in College Preparatory courses (courses numbered less than 100) or Continuing Education courses (CE) are not to be creditable toward an academic certificate, diploma or degree and do not generate grade points for use in GPA calculation.

K. Standards of Student Progress

1. It is the policy of Piedmont Technical College to require that grade point standard be considered in satisfactory academic standing. A cumulative (GPA) of 2.0 is used to determine satisfactory academic standing. Students who fall below this standard will follow the procedure set forth in [PTC Procedure 3-2-1050.2 Honors and Probation](#).
2. A GPA of at least 2.0 in the student's major (i.e., all coursework required for completion of the major) is required for graduation.