PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: **3-2-1050.1**

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TITLE: **Grading System and Standards of Progression**

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

DIVISION OF RESPONSIBILITY: **Academic Affairs and Student Affairs and**
                                                  Communication

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June 24, 2013   **October 26, 2020**   **October 26, 2020**

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 Division and the Student Affairs and Communications Division.

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.

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 makes grading available to faculty through Pathway. 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 or provide the student with his/her current grading status. 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 the midterm grades are posted, 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.

C. Final Grades

At the end of each semester, letter grades are given in all courses to indicate the quality of work completed by the student. Faculty post final letter grades on the class roster using their Pathway account within two business days after the end of the term. All students listed on the class roster must be assigned a final grade. If a grade of W, F, I, NC, or CF is assigned, the last date of attendance (LDA) must be entered in Pathway.

The following grading scale and procedures have been approved by the Academic Affairs Leadership Team.

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 part of the term's work remains undone. The student has 30 class days to complete the work and earn a letter grade. In the event of a public health emergency or natural disaster, the time to complete the work and earn a letter grade may be extended up to 90 days. If the term's work is not completed in the applicable timeframe, the "I" will convert to an "F". No credit or grade points.

CF = Carry Forward   This grade is awarded only in a course that is scheduled across terms such as self-paced, distance learning, dual-credit or independent study. No credit hours or grade points are earned at the time of grading. The "CF" grade must be replaced by a permanent grade when the course is completed. After a period of 20 weeks, the "CF" will convert to an "F" grade if all course requirements are not completed.

AU = Audit   Assigned when a student has enrolled in a course for audit purposes. No credits or grade points.

NC = No Credit   No credits or grade points. Non-punitive grade. Student should repeat course.

W = Withdrawn	No credits or grade points. Awarded under the following circumstances:

1. Voluntary withdrawal initiated by student at least two weeks prior to the end of the term.
2. Administrative withdrawal initiated by a faculty member or other college official up until two weeks prior to the end of the term.

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) must be approved by the Academic Affairs Leadership Team and widely communicated. In all circumstances, the grading scale within any given department must be applied consistently.

1. Health Science, Nursing, and Early Childhood Development Programs: Due to accreditation requirements, all core curriculum courses (including Anatomy and Physiology for Health Science and Nursing programs) must be completed with a grade of "C" or better to progress in the program and graduate.

2. Dual Credit Grading:
   The dual-credit courses taught in the high schools must use the approved grading scale of Piedmont Technical College. Piedmont Technical College faculty submit a letter and a numerical grade for dual enrolled high school students to the Student Records and Dual Enrollment offices. These offices are responsible for reporting submitted numerical grades to the high schools.

E. Changing Grades

In certain circumstances, it may be necessary for a faculty member to change a grade previously awarded. The college grade change form must be used to submit requests for a change of grade. The form, located in the Faculty Toolbox in Pathway, is to be completed and signed by the original awarding instructor, appropriate Department Head, or Dean. A justification must be provided for the grade change. If it is necessary to change a grade after more than two semesters have passed, the Division Dean and Vice President for Academic Affairs must approve the action.

F. Repeating a Course to Improve a Grade

A student may elect to repeat a course in to earn a higher grade than awarded after the first attempt. In such cases, the higher grade earned becomes the permanent grade. The original grade will

continue to appear on the student's transcript; however, the previous 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. Department Head(s)/Academic Program Director(s) are responsible for updating the Registrar annually (or more often if needed) on the acceptable courses for elective credit. The following guidelines are used in evaluating all transfer credit:

1. Courses must closely parallel course content offered by Piedmont Technical College and awarded from a college or university accredited by a US Department of Education recognized accreditor (as defined in the Higher Education Directory).

2. In order to transfer credit, a grade of "C" or better must be earned in the subject. A grade of "Pass" or "Satisfactory" will be noted as a "C" unless explicitly stipulated otherwise on the transferring institution's transcript.

3. The College reserves the right to validate the currency of institutional content. Department Heads or Academic Program Directors, responsible for the technical area of the submitted course credit, will validate technical course content.

4. All transfer courses are awarded a grade of "TR" (transfer). 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. A student may transfer any of the credits earned at previously attended colleges and universities, however; the number of transfer credits that may apply toward completion of any program at PTC may not exceed three-fourths of the credits required in the program.

5. When needed, students may be awarded developmental course completion, without attached credit hours, in order to meet the prerequisites of higher-level courses.

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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 selected courses recommended by the Department Head/Academic Program Director and approved by the Academic Affairs Leadership Team will have the option of credit by exam. The following procedures will apply in earning credits by examination:

   a. Student will contact the appropriate Department Head to request the credit by exam option.

   b. After receiving the request, the Department Head/Academic Program Director provides the opportunity for the student to complete the exam or proficiency exam at a mutually agreed upon time and location.

   c. The Credit by Exam fee must be paid prior to taking the exam. The Business Office staff will post payment of the Credit by Exam fee.

   d. All exams administered must be approved by 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.

   e. Each course may be challenged by examination only once. No Credit by Exam will be repeated.

   f. The Credit by Exam form indicates if a practical skill evaluation was required and passed in addition to the written examination.

   g. The Credit by Exam form awarding the grade of "EE" must be on file.

   h. A copy of the student's exam is retained in departmental files.

   i. Once the student has successful passed the exam, the Department Head will initiate the Exemption Credit Form available in Pathway and enter a pertinent information.

j. The Exemption Credit Form must be approved by the Division Dean and Vice President, Academic Affairs.

k. Once all approvals have been received, the form is then routed to the student for final signature.

l. Once the student signs the form, the form is then routed to the Registrar or Registrar designee for final review and the credit is assigned to the student's academic record by the Registrar or Registrar designee.

2. Articulation Credit:

   If a student provides documented evidence that he/she has completed the course content through secondary school education, a grade of exempt (EA) can be awarded. After receiving an official copy of the high school transcript, the Department Head/Academic Program Director completes an evaluation of the transcript before course credit may be awarded.

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 such skill has been demonstrated to the Department Head/Academic Program Director's satisfaction, the grade of "EL" (Exemption) is awarded, using the Exemption Credit form. Military experience, collegiate credit of a technical nature that is more than eight years old, and advance placement testing may be eligible for awarded exemption credit. The grades awarded for each type of exemption is "EM", "EC" and "EP". The student must provide detailed justification directly related to the course content and objectives. Before credit is awarded, the appropriate Department Head/Academic Program Director, Divisional Dean, and Vice President for Academic Affairs must provide written approval of submitted material.

4. 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.)

a. A student will be allowed to 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. Grades for independent study will be awarded according to the approved grading scale. Any request to complete more than two courses by independent study requires written approval from the Divisional Dean and the Vice President for Academic Affairs.

c. Recommendations for the awarding of a passing grade for independent study courses must be based on demonstrated student performance (tests, demonstrations, etc.)

d. Specific codes for the appropriate type of exemption are as follows:
    EA = Exemption—Technical Advanced Placement (TAP) High
            School Articulation
    EC = Exemption—College credit over 8 years old
    EE = Exemption—Examination
    EL = Exemption—Life Experience
    EM = Exemption—Military
    EP = Exemption—Advanced Credit (CLEP)
    EO = Exemption—Other (i.e. Continuing Education Courses)

I. College Preparatory and Transitional Courses and Continuing Education Grades

The grades indicated in this policy may be used for 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.

J. Standards of Student Progress

1. A semester/term and cumulative (GPA) of 2.0 is used to determine satisfactory academic standing. It is the policy of Piedmont Technical College to require consideration of the cumulative 2.0 grade point standard in determination of a student's 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.