



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

June 24, 2013

October 26, 2016

October 26, 2016

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 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 Deans' Council.
 - 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 Deans' Council to approve all policies and procedures related to grading.



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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. This is based on a combination of current data (e.g. test scores) plus instructor assessment of any other appropriate factors (e.g. 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 F, I, NC, or CF is assigned, the last date of attendance (LDA) must be entered in Pathway.



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The following grading scale and procedures have been approved by the Deans' Council.

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 within the following term to complete the work and earn a letter grade. Otherwise, the "I" will convert to an "F". No credit or grade points will be awarded.

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. 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.

NC = No Credit No credits or grade points will be awarded. This is a non-punitive grade. Student should repeat course. This grade should be issued only for developmental courses.

W = Withdrawn No credits or grade points will be awarded. Students must initiate a withdrawal by the deadline established in the student calendar, typically two weeks prior to the end of the term.



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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 Deans’ Council and widely communicated. However, under all circumstances, the grading scale within any given department must be consistent.

1. Health Science, Nursing, and Early Childhood Development Programs:
Due to accreditation requirements, all core curriculum courses 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 to Student Records and the Dual Enrollment Office, a letter grade and a numerical grade for dual credit students which will be forwarded to the high school.

E. Changing Grades

In certain circumstances, it may be necessary for a faculty member to change a grade previously awarded. A [Grade Change Form](#) must be used. The form is completed and signed by the original awarding instructor or appropriate Department Head. Justification for the grade change must be documented. Once completed, the form must be approved by the Divisional Dean. If it is necessary to change a grade after more than two semesters have passed, the Divisional Dean and the 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 an effort to receive a higher grade than awarded after the first attempt. In such cases, the higher grade is treated as 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). If courses that have an established “expiration” and must be retaken to apply toward graduation, the most recent grade will be counted in the GPA.

G. College Preparatory and Transitional Courses

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



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H. 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 that grade point standard to be considered in satisfactory academic standing. Students who fall below this standard will follow [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.