

INSTITUTIONAL DIRECTIVE 8-21

February 7, 2005

Title: Grading

I. Purpose

The purpose of this directive is to set forth an orderly process for the reporting and transcription of grades.

II. Policy

It is the policy of Piedmont Technical College that students shall be awarded a letter grade in each curriculum course to indicate the level of their academic achievement.

III. Responsibility

Assuring the proper and timely transmittal and recording of grades is a shared responsibility involving all faculty members and the Registrar.

IV. Procedures

To insure that such grades are entered and maintained in the permanent records of students, the college establishes a set of procedures to define the manner in which grades are reported to the appropriate internal offices. The intent of this directive will be implemented by means of the following procedures.

A. Establishing Letter Grades

At the end of each term, letter grades are given in all courses to indicate the quality of work done by the student. The following specific grades and procedures have been approved by the Council of Deans.

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 = 69-0 Failure - no grade points.

AU = Audit - assigned when a student has enrolled in a course for audit purposes.

E = Exempt - indicates a course was exempted by the student.

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 10 years old.

EE = Exemption--Examination

EL = Exemption--Life Experience

EM = Exemption Military

Office of Responsibility: Executive Vice President/Chief Educational Officer

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" is changed to an "F".

CF = Carry Forward

This grade is awarded only in a course that is scheduled across terms such as self-paced, distance learning, or, independent study. The CF grade is awarded ONLY at the time the traditional term ends, prior to the completion of the 15-week 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 15-week 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 "I". As stated above, the student has 30 class days to complete the work, and earn a letter grade. Otherwise, the "I" converts to an "F".

NC = No Credit--student has made satisfactory progress in a developmental course, but needs to re-enroll to complete the course.

TR = Transfer--awarded for allowable equivalent credits earned at other colleges or universities.

S = Satisfactory--indicates an acceptable level of performance in a Continuing Education course.

U = Unsatisfactory--denotes failure to attain an acceptable level of achievement in a Continuing Education course.

W = Withdrew--awarded under the following circumstances:

1. Voluntary withdrawal prior to midterm if student follows official procedure. (use of Change of Class Schedule form)
2. Voluntary withdrawal after midterm if in good standing.
3. Involuntary withdrawal prior to midterm. (Involuntary withdrawal refers to an action initiated by a faculty member or other college official.)

WF = Withdrew Failing--awarded under these circumstances:

1. Voluntary withdrawal after midterm if student is not in good standing.
2. Involuntary withdrawal after midterm.

B. Exceptions to Grading Scales

The grading scale outlined in Section A 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 requested from and approved by the Council of Deans. However, under all circumstances the grading scales within any given department must be consistent.

1. Health Science Programs: Due to accreditation requirements, all core curriculum courses including Anatomy and Physiology must be completed with a grade of "C" or better to progress in the program and graduate.
2. Dual Credit Grading: The dual-credit contract courses taught in the high schools must use the approved grading scale of Piedmont Technical College. On the

rosters submitted to the Records Office by the high school faculty, both the numeric grade and the letter grade must be stated. Also, Piedmont Technical College faculty who are teaching courses at the college, and whom have Dual Credit students enrolled in their course, must turn in a letter grade and a numeric grade for those students, to be forwarded to the high schools

C. Grade Rosters

Campus Pipeline accounts will be activated for faculty grading approximately two weeks prior to the ending date of the term. Faculty will post mid-term and final grades using their campus pipeline account. Faculty members should refer to the current list of approved grades and award only those approved. All students listed on the final grade roster must be assigned a grade. If a grade of W or WF is assigned, the last date of attendance (LDA) must be reported to the registrar. A Withdrawal from Class form may be used to report the LDA, or an email to the registrar.

D. Changing Grades

In certain circumstances it may be necessary for a faculty member to change a grade previously awarded. An official Grade Change Form must be used. The form is completed and signed by the original awarding instructor only. Justification for the grade change must be documented. If it is necessary to change a grade more than one semester past, the Divisional Dean and Executive Vice President/Chief Educational Officer must approve the action.

E. 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, will no longer calculate into the cumulative GPA.

F. Exempting Courses

1. Credits 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 and approved by the Council of Deans will have the option of credit by exam. The following procedures will apply in earning credits by examination:

- a. Application must be made via the Credit by Exam Form. The course requested, as well as a justification for that request, must be given at least two weeks prior to the testing date.
- b. After evaluating the application, the Department Head and Division Dean will accept or reject the application by signing the Credit By Exam Form.
- c. The Credit By Exam fee must be paid prior to taking the exam. Payment will be posted to the form by the Business Office staff.
- d. The time and location for the examination will be scheduled by the Department Head via the Credit By Exam Form.
- e. All exams administered must be approved by Department Heads and must satisfy the operating standards as written in Institutional Directive 8-2.
- f. Each course may only be challenged by examination one time. No Credit By Exam will be repeated.

- g. The Credit By Exam Form will indicate 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 will be retained in departmental files.
- j. Students taking 12 or more credit hours (full-time students) will be exempt from the fee.

2. Articulation Credit

If the student has 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, an evaluation is done by the department head and course credit awarded on the Technical Advanced Placement(TAP) form. There is no charge for this exemption credit.

3. Exemption Credit

Department heads may determine that a student is eligible to exempt a given course by virtue of skills gained in another discipline or through work experience. When such skill has been demonstrated to the department head's satisfaction the grade of "EL" (Exemption) is awarded, using the Exemption Credit Form. Military experience, collegiate credit more than 10 years old, and advance placement testing will also be awarded for exemption credit. The grades award for each type of exemption is "EM", "EC" and "EP." Detailed justification must be provided by the student and must be directly related to the objectives and course content. Before credit is awarded, written approval of submitted material must be obtained by appropriate Department Head, Dean and Executive Vice President/Chief Educational Officer.

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 normally 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.
- b. Grades for independent study will be awarded according to the approved grading scale.
- c. Any request for more than two courses requires written approval from the Dean of the Division and the Executive Vice President/Chief Educational Officer.
- d. Recommendations for awarding of a passing grade for independent study courses must be based on demonstrated student performance (tests, demonstrations, etc.)

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. Coursework may be creditable in the categories of major studies, general

education studies, or elective studies. Department heads are responsible to update the registrar annually (or more often if needed) regarding courses which they will accept as elective studies. The following guidelines will be used in evaluating all transfer credit:

- a. Subjects must closely parallel subjects being offered by Piedmont Technical College.
 - b. A grade of "C" or better must have been earned in the course.
 - c. The college reserves the right to validate the currency of institutional content. Courses completed more than ten years prior will be considered for exemption credit rather than transfer credit only upon approval of the content area Department Head.
 - d. A grade of "TR" (transfer) will be awarded for all transfer courses. This grade will not be included in the computation of the student's grade-point ratio 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.
- H. Credit awarded by virtue of college/university transfer, articulation agreements with secondary schools, or nontraditional learning will normally be evaluated and awarded prior to or during the student's first term of enrollment.

V. Midterm Grades

- A. At midterm the Registrar will open faculty Campus Pipeline accounts for grade posting.
- B. The following grades are allowable as midterm grades:
S - Satisfactory = likely to get an A, B, or C.
U - Unsatisfactory = likely to get an F.
M - Marginal = in danger of failing based on performance, attendance, behavior, etc.
W - Withdrawn from course.
- C. Instructors will assign each student one of these grades. This will be based on a combination of current data (e.g. test scores) plus instructor assessment of other factors. The resulting grade will represent 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.
- D. Once the grades are posted, Academic departments and counseling staff will have access to the midterm grades for follow up and intervention.
- E. Students will have view capability of their midterm grades through their Campus Pipeline account.
 - F. Financial aid officials will review the midterm grades for use in status verification.

<u>Original on File</u>	<u>2/7/05</u>
Approved for Publication	Date