





# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

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

**PAGE: 2 of 8**

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.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

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

**PAGE:** 3 of 8

---

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 to complete the work and earn a letter grade. Otherwise, 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. 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. Non-punitive grade. Student should repeat course.
W = Withdrawn	No credits or grade points. Awarded under the following circumstances: <ol style="list-style-type: none"><li>1. Voluntary withdrawal initiated by student at least two weeks prior to the end of the term.</li><li>2. Administrative withdrawal initiated by a faculty member or other college official up until two weeks prior to the end of the term.</li></ol>



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

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

**PAGE:** 4 of 8

---

#### **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 (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 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 or Dean. Justification for the grade change must be documented. If it is necessary to change a grade after more than two semesters have passed, the Divisional 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 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).

#### **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 Coordinator(s) are responsible to update the Registrar annually (or more often if needed) regarding courses



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

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

**PAGE:** 5 of 8

---

which they accept for elective credit. The following guidelines are used in evaluating all transfer credit:

1. Courses must closely parallel course content being offered by Piedmont Technical College and be from a regionally accredited college or university (as defined in the Higher Education Directory).
2. A grade of “C” or better must have been earned in the course.
3. The College reserves the right to validate the currency of institutional content. Technical courses will be validated by the specific department chairs.
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 selected courses recommended by the Department Head/Academic Program Director and approved by the Deans’ Council 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 application, which must include the course requested, as well as a justification for the request, must be submitted at least two weeks prior to the testing date.
  - 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. The Credit by Exam fee must be paid prior to taking the exam. Payment will be posted by the Business Office staff.
  - d. Students taking 12 or more credit hours (full-time students) will be exempt



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

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

**PAGE:** 6 of 8

---

from the fee.

- e. The time and location for the examination will be scheduled by the Department Head/Academic Program Director via the Credit by Exam form.
- f. All exams administered must be approved by Department Head(s)/Academic Program Director(s) and must satisfy the operating standards as written in College procedure 3-1-1011.1
- g. Each course may only be challenged by examination one time. No Credit by Exam will be repeated.
- h. The Credit by Exam form indicates if a practical skill evaluation was required and passed in addition to the written examination.
- i. The Credit by Exam form awarding the grade of “EE” must be on file in the student’s academic record.
- j. A copy of the student’s exam is retained in departmental files.

#### 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, an evaluation is done by the Department Head/Academic Program Director and 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 will also be awarded for exemption credit. The grades awarded 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 course content and objectives. Before credit is awarded, written approval of submitted material must be obtained by the appropriate Department



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

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

**PAGE:** 7 of 8

---

Head/Academic Program Director, Divisional Dean, and Vice President for Academic Affairs.

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/Academic Program Director.
- 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 Divisional Dean and the Vice President for Academic Affairs.
- d. Recommendation for awarding of a passing grade for independent study courses must be based on demonstrated student performance (tests, demonstrations, etc.)
- e. 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 Preparatory Study 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.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

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

**PAGE:** 8 of 8

---

#### **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 that grade point standard to be considered in satisfactory academic standing. Students who fall below this standard will follow the procedure set forth in Honors and Probation College [Procedure 3-2-1050.2](#).
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.