Academic Regulations

Student Course Load
A full-time semester credit hour student is one who is enrolled in a minimum of twelve (12) semester credit hours in a degree, diploma or certificate program. A normal course load is fifteen (15) semester credit hours with a maximum of twenty-one (21) semester credit hours. A full-time Summer semester student is one who is enrolled in a minimum of 9 total semester credit hours during Summer I (4 weeks), Summer II (4 weeks) and/or full Summer (8 weeks) with a maximum of twelve (12) semester credit hours. The credit hours earned from enrollment in alternative delivery systems (telecourses, Internet courses, independent study, etc.) are included in the above enrollment policies.

A student who desires to register for additional coursework above the maximum indicated for the curriculum must secure a recommendation from the faculty advisor and approval from the Vice President for Instruction and Student Development.

Class Attendance
Regular attendance at all classes meetings is necessary for students to achieve educational success. In order to promote student success, the following class attendance policy is established.

• A student is expected to be regular and punctual in meeting all classes. To receive credit for a course, the student must attend class prior to the Census Point and attend a minimum of 80 percent of classes, labs and shop hours. Failure to attend class is an absence, regardless of the reason. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student’s final grade.

• A student who exceeds the 20 percent limit of absences may be withdrawn by the instructor through the eighth week of the semester. If a student exceeds the 20 percent limit after the eighth week, the instructor is authorized to award the student an “I”, “WP”, “WF”, or “F” grade as warranted by the student’s performance and circumstances.

• Any exceptions to this policy must be authorized by the instructor.

Advanced Placement Policy
The College Entrance Examination Board sponsors an advanced placement program, which enables high school students to complete college level courses by demonstrating their mastery of college level material through examinations. The scores on the examinations, if acceptable, will allow students to earn college course credit. The examinations are scored by the Educational Testing Service. Based upon the earned score, up to one year of credit may be granted.

Advanced standing credits to be applied toward graduation may be granted for a minimum score of three (3) on AP exams which are directly equivalent to a Piedmont Community College (PCC) class. In determining the grade point average for graduation, only the quality points earned for courses taken at PCC will be considered.

Placement Testing
A student who seeks admission to a degree, diploma or related certificate program must take placement tests in math, reading, writing and computer science. The results of these tests determine the courses a student will enroll in during the first semester of attendance. All Special Students wishing to enroll in English, mathematics or computer science courses must take the placement tests prior to registration and complete courses indicated by their scores.

Piedmont Community College believes that every student should have the opportunity to succeed in the educational program. The testing and placement programs are designed to make sure that a student is not placed into a course or program unless the student has the basic skills needed for success in that course or program.

Adding Classes
A student may add a class after the general registration day has ended by completing an add form which is available in the Student Development Office. Classes may be added through the fifth day of the semester for full-term weekday classes. For weekend and short-term classes, the last day to add the class varies. Contact the Office of Student Development for the last day to add these classes.

Withdrawals
A student may withdraw from class or the College by completing a drop form, which is available in the Student Development Office. The signatures of the student's faculty advisor(s) and instructor(s) are required to complete this form. Failure to complete this form by the mid-point of the semester could result in the student receiving a grade of WF or F in all courses they have stopped attending. By contacting the Office of Student Development and the instructor(s), a student can appeal an WF grade resulting from dropping classes, if extenuating circumstances exist.

Transfer Credit
Piedmont Community College will consider awarding transfer credit for courses taken at accredited institutions. The Dean of Student Development or their designee, in consultation with the appropriate instructor or program advisor, will determine transfer credit based on the following:

• An official transcript is submitted by the student.

• A grade of C or better was earned in the course.

• The content and number of credit hours of the course to
be transferred parallels the content and number of credit hours of the course offered at PCC. One quarter hour = 0.67 semester hour.

- The course is part of the requirements for the program of study that the student is following at PCC.
- General biology and chemistry courses required for admission into the Nursing program must have been completed within the last five years.
- Computer courses must have been completed within the last seven years.
- Transfer of courses with an NUR prefix is at the discretion of the Director of the Nursing program.

Due to the open door policy for admission established by the State Board of Community Colleges, all transfer students are admitted in good standing. To earn a degree, diploma, or certificate from PCC, a student must earn at least 25% of the credit hours required for the specific program at PCC.

**Credit for Certified Professional Secretary Rating**

Piedmont Community College (PCC) will grant up to 36 semester hours of credit to any business degree-seeking student who has passed all six parts of the Certified Professional Secretary's (CPS) examination as offered by Professional Secretaries International.

Each student seeking such credit must submit official verification of successful completion of the CPS exam and will be evaluated on an individual basis by the program advisor and the Dean, General Education/Business Technology.

Credit will be granted for only those courses required in the student's specific degree program, and courses must not duplicate those already taken. In addition, a student must have successfully completed at least 20 semester hours at PCC before CPS credit will be granted.

**Transfer Credit Between Programs at Piedmont Community College**

Credit may be given for courses successfully completed in one program, if the previously completed courses are applicable to the new program of study.

**Transfer Credit to Other Colleges**

The determination of what credit will transfer from Piedmont Community College to another institution rests with the receiving institution. Students interested in transferring credit to another college should contact the institution being considered. Transfer will be facilitated by the Comprehensive Articulation Agreement (See Associate Degrees).

**Course Prerequisite**

To insure that all Piedmont Community College students are prepared to successfully complete college-level course work, prerequisite courses have been established. Courses may be taken only after all prerequisites have been met.

**Course Substitutions**

A student may request permission to substitute another course for a course in the student’s program of study. The course must be at least equal in semester credit hours and similar in content to be eligible for substitution. The student’s faculty advisor must state in writing the rationale for the substitution. Approval for the substitution must be obtained from both the advisor and the respective academic dean.

Courses which have prerequisites can only be substituted if the prerequisites have been met. A student may substitute courses amounting to not more than 20 percent of the credit hours in a program of study.

**College Level Examination Program (CLEP) and Defense Activity for Non-traditional Support (DANTES) Program**

Appropriate scores on the CLEP or DANTES general and specific examinations may result in credit for up to 20 semester hours where applicable to the student’s program of study. The appropriate faculty member and Office of Student Development determine the applicability of the examinations to the student’s program of study.

**Military Service Experience (USAFI)**

Veterans may receive credit for USAFI and for service school training where applicable to the student’s program and where comparable courses are offered by the College. The Office of Student Development, in consultation with the appropriate faculty member, determines the applicability of the experience and training to the student’s program of study.

**Grading System**

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal or Drop</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal Passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal/Drop Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CE</td>
<td>Credit-by-Examination</td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>TP</td>
<td>Tech Prep Credit</td>
</tr>
</tbody>
</table>
Explanation of Special Grades

- I (Incomplete) indicates that a student is unable to complete the course requirements within the semester. The student must complete the remaining course requirements by the end of the following semester (Summer Semester is excluded) or the I grade becomes a F. A student’s grade point average will be recomputed when the instructor files a Special Conditions Report with the Office of Student Development changing the I grade to a permanent grade of A, B, C, D, F or W.
- AU (Audit) indicates that a student chooses to attend a course but does not desire to earn credit. The intent to audit a course must be indicated at the time of registration. Course audits will be allowed on a space available basis. An audit cannot be changed to credit or credit to audit after the deadline for adding courses. No course may be audited more than two times within a five year period. Attendance, preparation, participation in the classroom discussion, laboratory exercises, examination and tests shall be agreed upon with the instructor. The tuition for auditing a course is equal to the tuition for registering for a course for credit. Courses taken for an audit grade are not eligible to be included in Pell Grant or Veterans Assistance awards.
- CE (Credit-by-Examination) indicates that a student has demonstrated mastery of the course content on an examination. A grade of CE carries no grade points, but credit is received for the course. Credit-by-examinations are given each semester. Eligibility to take a credit-by-examination may be based on high achievement in secondary schools, postsecondary schools, or experience. Arrangements for examinations should be made with the major subject instructor. A student may complete only 50 percent of the courses in a program of study through credit-by-examination. Credit hours received through credit-by-examination are not used in computing financial aid or Veterans Assistance awards. A student who receives an F, I or W grade in a course is not eligible to attempt credit-by-examination for that course. Credit-by-examination may only be attempted once for each course.
- AP (Advanced Placement) indicates that a student has demonstrated mastery of course content through the College Board Advanced Placement (AP) Program.
- TC (Transfer Credit) refers to credit received from other accredited institutions.
- NC (No Credit) The student has been unable to meet the course objectives in the specified time and must reenroll to earn credit. To receive this grade, the student must have satisfactory attendance through the last meeting. This grade can be given only once for a specific course and will be used in developmental classes only.
- NS (No Show) The student has not attended the class prior to the Census point and is dropped with a grade of NS.
- TP (Tech Prep) refers to credit received for documented college level competencies achieved through articulation agreements with area high schools.
- W (Withdraw) A student withdrawing prior to 50% Point of the class shall receive a grade of a W. W grade is not used to compute the student’s GPA.
- WP (Withdraw Passing No Credit) A student withdrawing after the 50% Point of the class and doing passing work at the time of the withdrawal, may receive a WP. WP grade is not used to compute the student’s GPA.
- WF (Withdraw Failing) A student who withdraws failing after the 50% point of the class may receive a WF grade as determined by the instructor. The grade of WF is used in computation of the student’s GPA.

Change of Grade

Once a grade has been awarded, it may be changed only by the instructor through submission of a Special Conditions Report to the Office of Student Development. This process should be completed by the end of the following semester. Grades may be appealed using the College’s Grade Appeal Process.

Grade Appeal

After discussing concerns with the instructor about a grade earned for a course, a student who feels the grade is inaccurate may appeal the grade through the following procedure:

- Appeal the grade in writing, stating the rationale for the appeal to the instructor within 20 days of the end of the term in which the grade is received.
- If the student still feels the grade is inaccurate, the student should appeal in writing, with additional rationale, to the appropriate academic dean within 10 days of the final decision of the instructor.
- If a student still feels the grade is inaccurate, the student should appeal the decision of the appropriate academic dean in writing (including the information provided for the instructor, appropriate academic dean and any additional information), to the Vice President for Instruction and Student Development within five days of the final decision of the appropriate academic dean. The Vice President of Instruction and Student Development will issue the final decision for the College.

Unit of Credit

The unit of credit is the Semester Hour. and is based on a 16 week term. A Semester Hour is equal to:

- One hour of classroom instruction per week for one semester
- Two hours of laboratory instruction per week for one semester, or
- Three hours of laboratory instruction per week for one semester
- Three hours of clinical instruction per week for one semester
- Ten hours of cooperative work experience

Grading Points

Grade points, the numerical equivalent to the letter grade, are used to determine academic honors and the student’s rank in class.
The grade point average is computed by dividing the total number of grade points earned by the total number of semester hours attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, F, WF or I are computed in the grade point average. Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grades</th>
<th>Credit Hours Attempted</th>
<th>Grade Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 251</td>
<td>C</td>
<td>3 x</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>MAT 070</td>
<td>B</td>
<td>5 x</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>BUS 110</td>
<td>D</td>
<td>5 x</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

Divide 13 credit hours attempted into 26 grade points earned. The resulting grade point average is 2.00.

**Standards of Academic Progress**

Piedmont Community College is required to apply reasonable standards for measuring whether a student is maintaining satisfactory academic progress in the chosen program of study.

To be considered in good academic standing with the College, a student must maintain the following grade point average:

### Hours Attempted Toward Cumulative Grade

<table>
<thead>
<tr>
<th>Associate Degree</th>
<th>Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-22</td>
<td>1.50</td>
</tr>
<tr>
<td>23-40</td>
<td>1.75</td>
</tr>
<tr>
<td>41-Over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

### Hours Attempted Toward Cumulative Grade

<table>
<thead>
<tr>
<th>Diploma and Certificate</th>
<th>Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-28</td>
<td>1.75</td>
</tr>
<tr>
<td>29-Over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

A 2.00 grade point average in the program of study is required for graduation.

**Academic Probation**

A student who fails to meet the minimum standards of academic progress is placed on probation for the next semester of attendance. During the semester on probation, the student is required to sign an Educational Contract which specifies the courses to be taken, extra help necessary to improve the academic standing, and the grades needed to continue enrollment. Students on academic probation may not be eligible for financial aid during the probationary semester. A student on academic probation must wait to register for the subsequent semester until the previous semester grades are available. A veteran may receive educational benefits for only one semester while on academic probation.

**Academic Suspension**

A student who does not satisfy the terms of the Educational Contract may be suspended for a period of one semester.

**Dismissal from Program**

Students who have been on academic probation for two consecutive semesters may be dismissed from a program and directed to one more suited to their interest/abilities.

The Nursing Program enrolls students as a “class” and requires them to take all courses in a sequential pattern. The courses are offered only once each year and there is no opportunity for repeating a course or offering a substitution. Accordingly, a student who fails one or more courses within this program is dismissed from the program at the end of the semester during which the failure occurs. Students enrolled in this curriculum must make a “C” or better on all major courses to be eligible to remain in the program. Students dismissed under this policy may petition the Director of the Nursing Program for enrollment in a later class.

**Readmission to Program**

Students dismissed for disciplinary or academic reasons may be readmitted only upon the recommendation from the counselor and the faculty advisor, to the Dean of Student Development. Some College programs (Example: Associate Degree Nursing) have additional requirements for readmission. A student readmitted after a period of academic suspension enrolls in the College on academic probation.

**Change in Curriculum**

A student who wishes to change to another program of study must complete a Change of Student Information form, which is available in the Office of Student Development’ Office. The Change of Student Information form must be submitted to the Admissions Office for admission into the new program.

**Double Majors**

Students may enroll in two curriculum programs concurrently. Double majors may be selected during the initial admissions process. A second major may also be added anytime by completing and submitting the Change/Addition of Program section of the Change of Student Information form.

**Repetition of Courses**

Students may repeat curriculum courses. The College does not encourage students to repeat courses in which a grade of C or higher was earned. The last grade on any course repeated will be the grade used in computing the grade point average. All grades for courses repeated remain on the student’s record. The repeated course will count only once toward meeting the credit hours required for graduation. **Note:** Veteran’s benefits are not payable for repetition of courses in which a grade of D or higher has been earned previously. For students who receive Pell grants, all courses repeated count toward the maximum number of hours that can be attempted.
Grade Forgiveness Policy
A student who re-enters curriculum courses in the College after two years may request in writing, with the recommendation of his/her advisor, that the Office of Student Development re-evaluate his/her transcript. Under this policy, the student may request that his/her previous grade(s) of “D” or “F” not be used in calculating the cumulative grade point average. Courses and grades will remain on the transcript. Prior to the reevaluation, the student must complete at least 12 credit hours of coursework with a minimum grade point average of 2.0 in each course. A reevaluation is done only once for each student.

Students who have received a degree/diploma/certificate from Piedmont Community College based on these classes/grades are ineligible for this policy.

Catalog of Record
A student who is in continuous attendance may graduate under the provisions of the catalog in effect on the date of entry. The student has the option of choosing the requirements of a subsequent revised catalog, if desired. A student who is not in continuous attendance (except Summer semester) must graduate under the provisions of the catalog in effect on the last re-entry date.

Transcripts
The release of transcripts (official or unofficial) requires the written permission of the student. Transcripts are issued by the Office of Student Development. The first copy of a student’s transcript is issued free of charge. Subsequent copies are issued at the cost of $5 per transcript.

President’s Honor Roll, Dean’s List and Part-time Honors List
The President’s Honor Roll and Dean’s List are published after each semester to recognize outstanding academic achievement by students. To qualify for the President’s Honor Roll, a student must complete a minimum course load of 12 semester hours and maintain a 4.00 grade point average. To qualify for the Dean’s List, a student must complete a minimum course load of 12 credit hours and maintain a 3.50 grade point average.

All work attempted in a semester is considered in determining a student’s eligibility for the President’s Honor Roll and the Dean’s List. A student receiving a D, F, or I grade for any course is ineligible for either list in the semester that the grade is received.

The Part-time Honors List is published after each semester to recognize outstanding academic achievement by part-time students. To qualify, a student must have completed a minimum course load of 6 credit hours and maintained a 3.50 grade point average.

Graduation
(Degree, Diploma, Certificate Programs)
Upon satisfactory completion of program requirements, recommendation of the faculty and approval of the Board of Trustees, a student is awarded a degree, diploma, or certificate for satisfactory completion of a curriculum.

A student must apply to the Office of Student Development for graduation at the beginning of the semester the student expects to complete program requirements for a degree, diploma or certificate. The student’s faculty advisor must approve the graduation application. Graduation application forms are available in the Office of Student Development. The required graduation fee must accompany this application. In order to graduate, a student must have taken care of all financial obligations to Piedmont Community College.

Students will be awarded the respective academic credentials at the end of the semester in which the graduation requirements are completed. Completion of program requirements will be noted on the student’s transcript at that time. Piedmont Community College holds an annual graduation ceremony at the conclusion of the Spring Semester. Students may participate in the spring graduation following the completion of their graduation requirements.