6.12.1 Grading System – Continuing Education

Last Revised: February 2012

Policy: Piedmont Community College (PCC) provides students with a defined Continuing Education grading system.

Purpose/Definitions: To outline the process for PCC faculty and students for submission of final grades at the end of each Continuing Education course. The Continuing Education program areas include Adult Basic Skills/High School Equivalency, Business Development and Entrepreneurship Center, Customized Training Program, Human Resources Development, and Occupational Extension.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority over this policy.

Procedure:

1. **Final Grade Submission:**
   Faculty will submit final grades to the program area director or coordinator for review immediately upon completion of the course. Once the director or coordinator reviews the grades, as listed on the attendance roster, the final grades will be posted under the supervision of the appropriate Continuing Education director. Each director is responsible for verification of completeness of attendance rosters and for providing accurate information in the audit files.

2. **Transcripts:**
   Students may request transcripts from the appropriate Continuing Education program area. Students must complete a Transcript Request Form. The first official transcript is at no charge to the student, but additional official transcripts are $5 each.

   To obtain transcripts of GED® testing results, students must contact the North Carolina Community College System GED® testing office.

3. **Grading System:**
   Continuing Education instructors will award each student in a class a grade as follows:

   P – Pass: Indicates that a student has fulfilled the course requirements to successfully complete the course including, 80 percent minimum attendance.

   NC – No Credit: Indicates that a student did not successfully complete the course.

   I/INC – Incomplete: Indicates that a student was unable to complete the course requirements within the timeframe of the class. To receive a grade, the student must complete the remaining requirements as specified by the instructor.

   AU – Audit: Indicates that a student chose to attend a course but did not desire to earn credit. A student must attend a minimum 80 percent of the class to earn a grade.
H – Hours only, no grade: A student attended class for hours only.

S – Satisfactory*: Indicates that a student has successfully passed both the practical and written course exam and attended a minimum 80 percent of the class.

U – Unsatisfactory*: Indicates that a student has not successfully passed the written course exam. The student may retake the exam within 90 days of the initial exam date.

* Students enrolled in Fire and Rescue Training classes must receive a grade of “S” in order to fulfill the requirements of the North Carolina Fire & Rescue Commission for the electronic transfer of grades to the Commission for certification purposes.

Scores for GED® Testing:
Students who have taken the High School Equivalency test will receive scores from GED® testing that are different from the Continuing Education Grading System. Students must meet specified scores in order to earn credit for any subject of GED® testing.

Legal Citation: NCGS 115D-20

History: Effective February 2012