

6.12 Grading System - Curriculum

Last Revised: December 2024

Policy: Piedmont Community College (PCC) provides students with a defined Curriculum grading system and procedures.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the grading system and process for faculty to assign student grades for curriculum courses.

Definitions

Grades—PCC uses the grades listed in the chart below to indicate student performance in curriculum courses, assigned on a 10-point scale unless otherwise specified.

Grade Chart

Grades		Grade Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
W	Withdrawal	*
WE	Withdraw Emergency	*, #
EW	Emergency Withdraw	*, #
I	Incomplete	0
IE	Incomplete Emergency	0*, #

Grade Chart

Grades		Grade Points
EI	Emergency Incomplete	*, #
AU	Audit	*
CE	Credit-by-Examination	*
AP	Advanced Placement	*
TC	Transfer Credit	*
NS	No Show	*
P	Pass	*
P1 P2 P3	Pass-Tier 1 Pass-Tier 2 Pass-Tier 3	*
R	Repeat—Developmental Courses only or Reenroll	*
TP	Tech Prep Credit	*

*Grades not used in computing grade point average

Declared States of Emergency will be defined by the College as guided by local, state and federal agencies.

Impacted college - a college located in a county or tribal area identified for immediate federal help by the Federal Major Disaster Declaration (FEMA-4827- DR) as a result of Hurricane Helene.

Impacted student - a student meeting at least one of the following criteria: (1) The student was enrolled at an impacted college as of September 26, 2024. (2) The student resided, as of September 26, 2024, temporarily or permanently, in a county or tribal area identified for immediate federal help by the Federal Major Disaster Declaration (FEMA-4827-DR) as a result of Hurricane Helene.

Pandemic—an outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

State of Emergency—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and Vice President, Student Development have monitoring authority over this policy.

Procedure:

Section 1: Explanation of Special Grades

1.1. I (Incomplete)

- 1.1.1. I (Incomplete) indicates that a student is unable to complete the course requirements within the semester.
- 1.1.2. The student and instructor must complete the Incomplete Form (attached to this policy as Exhibit 6.12) which outlines the remaining course requirements to be completed and the deadline for completing them before the I grade becomes an F.
- 1.1.3. A maximum timeframe of one semester, excluding summer semesters, will be allowed for I grades.
 - 1.1.3.1. Ideally, an I is considered when the student has completed at least 70% of the coursework by the end of the semester. While this serves as a general guideline, individual circumstances may warrant special consideration.
- 1.1.4. A student’s grade point average will be recomputed when the instructor submits the Grade Change form to the Records Office to change the I grade to a permanent grade of A, B, C, D, or F, P, P1, P2, P3, or R.

1.2. IE (Incomplete Emergency)

- 1.2.1. IE (Incomplete Emergency) indicates that a student is unable to complete the course requirements within the semester, given the unique nature of the natural emergency or pandemic.

- 1.2.2. The instructor and student must complete the Incomplete Form (see Exhibit 6.12) which outlines the remaining course requirements to be completed and the deadline for completing them before the IE grade becomes an F.
 - 1.2.3. A maximum timeframe of one year, excluding summer semesters, will be allowed for IE grades.
 - 1.2.4. The student's grade point average will be recomputed when the instructor submits the Grade Change form to with the Records Department to change the IE grade to a permanent grade of A, B, C, D, F, P, P1, P2, P3, or R.
- 1.3. EI (Emergency Incomplete)
- 1.3.1. EI (Emergency Incomplete) indicates that an impacted student is unable to complete the course requirements within the semester.
 - 1.3.2. The instructor and impacted student must complete the Incomplete Form (see Exhibit 6.12) which outlines the remaining course requirements to be completed and the deadline for completing them before the EI grade becomes an EW.
 - 1.3.3. A maximum timeframe of one year, excluding summer semesters, will be allowed for EI grades.
 - 1.3.4. The impacted student's grade point average will be recomputed when the instructor submits the Grade Change form to with the Records Department to change the EI grade to a permanent grade of A, B, C, D, F, P, P1, P2, P3, or R.
- 1.4. AU (Audit)
- 1.4.1. AU (Audit) indicates that a student chooses to attend a course but does not desire to earn credit.
 - 1.4.2. The intent to audit a course must be indicated at the time of registration.
 - 1.4.3. Course audits will be allowed on a space available basis.
 - 1.4.4. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.
 - 1.4.5. No courses may be audited more than two times within a five-year period.
 - 1.4.6. Attendance, preparation, participation in the classroom discussion, laboratory exercises, examination and tests shall be agreed upon with the instructor.

- 1.4.7. The fee for auditing a course is equal to the fee for registering for a course for a credit.
 - 1.4.7.1. A senior citizen, age 65 or greater, may audit a curriculum course in accordance with PCC Policy 6.4.1 Senior Citizen Audit.
- 1.4.8. Students taking courses for an audit grade are not eligible to receive Pell Grant or Veterans assistance awards.
- 1.5. CE (Credit-by-Examination)
 - 1.5.1. CE (Credit-by-Examination) indicates that a student has demonstrated above average mastery of the course content on an examination.
 - 1.5.2. A grade of CE carries no grade points, but credit is received for the course.
 - 1.5.3. Credit-by-Examination tests are given each semester.
 - 1.5.4. Eligibility to take credit-by-examination may be based on high achievement in secondary schools, post-secondary schools, or experience.
 - 1.5.5. Arrangements for examinations should be made with the major subject instructor and the appropriate instructional dean.
 - 1.5.6. A student may complete only 50% of the courses in a program of study through credit-by-examination.
 - 1.5.7. Credit hours received through credit by examination are not used in computing financial aid or Veteran's Assistance awards.
 - 1.5.8. A student who receives an F, I, or W grade in a course is not eligible to attempt credit-by-examination for that course.
 - 1.5.9. Credit-by-examination may only be attempted once for each course.
- 1.6. AP (Advance Placement) indicates that a student has demonstrated mastery of course content through the College Board Advanced Placement (AP) Program.
- 1.7. TC (Transfer Credit) refers to credit received from other accredited institutions.
- 1.8. TP (Tech Prep) refers to credit received for documented college level competencies achieved through articulation agreements with area high schools.
- 1.9. NS (No Show) indicates the student has not attended the class prior to the Census point and is dropped with a grade of NS.

- 1.10. P (Passing) indicates the student successfully completes a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- 1.11. P1 (Passing Tier 1) indicates the student successfully completes Tier 1 in RISE Transition courses.
- 1.12. P2 (Passing Tier 2) indicates the student successfully completes Tier 2 in RISE Transition courses.
- 1.13. P3 (Passing Tier 3) indicates the student successfully completes Tier 3 in RISE Transition courses.
- 1.14. R (Repeat) indicates the student does not successfully complete a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- 1.15. R (Reenroll) for transition courses in which a student does not successfully complete a transition tier, effective fall 2019.
- 1.16. W (Withdraw)
 - 1.16.1. A student withdrawing prior to the 70% point of the class will receive a grade of W.
 - 1.16.2. W grade is not used to compute the student’s GPA.
 - 1.16.3. After the 70% point a student would not be allowed to initiate a withdrawal.
- 1.17. WE (Withdraw Emergency)
 - 1.17.1. Indicates that a student is unable to complete the course requirements given the unique nature of the natural emergency or pandemic.
 - 1.17.2. A student withdrawing due to a natural emergency or pandemic will receive a grade of WE.
 - 1.17.3. WE grade is not used to compute the student’s GPA.
 - 1.17.4. WE grades can be initiated until the 90% point by a faculty or student.
- 1.18. EW (Emergency Withdraw)
 - 1.18.1. Indicates that an impacted student is unable to complete the course requirements.
 - 1.18.2. An impacted student withdrawing will receive a grade of EW.

1.18.3. EW grade is not used to compute the student's GPA.

1.18.4. EW grades can be initiated by faculty or student.

Section 2: Final Grade Submission

2.1. Faculty will submit final grades electronically at the completion of the course in accordance with the grade chart.

2.1.1. The student's last date of attendance (LDA) must be provided for any R, W, WE, EW, F, I, IE, and EI grades submitted.

2.2. Each dean has oversight to ensure documentation is submitted to the Records Office in a timely manner.

Section 3: Change of Grade

3.1. Once a grade has been awarded, it may be changed only by the instructor submitting the appropriate paperwork to the Records Office.

3.1.1. This process should be completed by the end of the following semester.

Section 4: College Grade Appeals Process

4.1. A student may appeal a final course grade through the Grade Appeal Process, PCC Policy 7.12.3 Final Grade Appeal Process.

Section 5: Developmental Course Grades

5.1. The only grades that can be given for a course or "shell" in developmental math (DMS or DMA) and developmental reading/writing (DRE) are a P—Pass or R—Repeat.

5.2. For transitions courses, grades of P1, P2, and P3 are passing grades whereas a grade of R indicates the student must repeat the course.

Section 6: Credit Hour

6.1. The U.S. Department of Education (DOE) defines and the North Carolina Community College System (NCCCS) outlines a credit hour in the Curriculum Program Guidelines.

6.2. The unit of credit is the semester hour. A semester hour is equal to:

6.2.1. one hour of classroom instruction per week for one semester

- 6.2.2. two hours of laboratory instruction per week for one semester
- 6.2.3. three hours of laboratory instruction per week for one semester
- 6.2.4. three hours of clinical/practicum/internship/externship instruction per week for one semester
- 6.2.5. ten hours of cooperative work experience per week for one semester

Section 7: Grading Points

- 7.1. Grade points, the numerical equivalents of the letter grade, are used to determine academic honors.
- 7.2. The grade point average is computed by dividing the total number of grade points earned by the total of semester hours attempted.
- 7.3. All courses attempted will be shown on the official transcript.
- 7.4. Only courses earning letter grades A, B, C, D, F, or I are computed in the grade point average.
- 7.5. A 2.00 grade point average in the major area of study is required for graduation.
- 7.6. PCC Policy 6.14 Standards of Academic Progress provides additional information concerning grade point average as it relates to federal financial aid.

Section 8: Grade Forgiveness

- 8.1. A student who re-enters curriculum courses in the College after two years may request in writing, with the recommendation of their advisor, that the Registrar re-evaluate the student's transcript.
- 8.2. Under this policy, the student may request that their previous grade(s) of "D" or "F" not be used in calculating the cumulative grade point average.
- 8.3. Courses and grades will remain on the transcripts.
- 8.4. Prior to the reevaluation, the student must complete at least 12 credit hours of coursework with a minimum grade of C in each course.
- 8.5. Each student may receive only one reevaluation for grade forgiveness.
- 8.6. Any grade used in an awarded degree/diploma/certificate from PCC cannot be considered in the reevaluation process.

Legal Citation: [N.C.G.S. 115D-20](#), [1G SBCCC 200.1 \(p. 207\)](#), [FEMA-4827-DR](#)

History: Effective May 1976; Revised January 1992, April 1994, October 2001, February 2012, January 2014, May 2020, March 2021, May 2022—updated definitions, November 2022, December 2022, December 2024

Cross-references PCC Policies 6.4.1 Senior Citizen Audit, 6.14 Standards of Academic Progress, and 7.12.3 Final Grade Appeal Process.

Exhibit 6.12



Piedmont Community College Incomplete Form

_____	_____	_____
Student's Name	Student ID #	Last Date of Attendance
_____	_____	_____
Course Number and Section	Semester/Year	Instructor

Reason for the Incomplete:

Work to be Completed:

Conditions (including required completion date):

Signature of Student _____
Date

Signature of the Course Instructor _____
Date

Signature of the Instructional Dean _____
Date

If an I, IE, or EI grade is given, this form must be completed and submitted to the Records Office with final grades.