

6.12.1 Grading System-Continuing Education

Last Revised: December 2024

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

Purpose/Definitions:

Purpose

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

Definitions

Grades—PCC uses the grades listed in the chart below to indicate student performance in Continuing Education courses:

Grade Chart

Grade	Description
P	Pass
R	Repeat—Developmental Courses only or Reenroll
NC	No Credit
I	Incomplete
AU	Audit
H	Hours only; no grade
S*	Satisfactory
U*	Unsatisfactory
WE	Withdraw Emergency [#]
EW	Emergency Withdraw [#]

Grade Chart

Grade	Description
IE	Incomplete Emergency [#]
EI	Emergency Incomplete [#]

* Students enrolled in FSC courses 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.

[#] 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 of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. (Pandemic. (n.d.). In *Merriam-Webster.com dictionary*. Retrieved from <https://www.merriam-webster.com/dictionary/pandemic>)

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. (2020, March 15). Retrieved from <https://www.ncdps.gov/blog/2018/12/14/what-does-state-emergency-actually-mean>

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

Procedure:

Section 1: Grading System

1.1. Continuing Education instructors will award each student in a class a grade as follows:

- 1.1.1. P – Pass: Indicates that a student has fulfilled the course requirements to successfully complete the course.
- 1.1.2. NC – No Credit: Indicates that a student did not successfully complete the course.
- 1.1.3. I – 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 within the required timeframe. (Form attached as Exhibit 6.12.1)
- 1.1.4. R (Repeat) indicates the student does not successfully complete a course or “shell” in developmental math (DMS or DMA) and developmental reading/writing (DRE).
- 1.1.5. R (Reenroll) for transition courses in which a student does not successfully complete a transition tier, effective fall 2019.
- 1.1.6. AU – Audit: Indicates that a student chose to attend a course but did not desire to earn credit.
 - 1.1.6.1. A student may audit a course section only on a space available basis as determined by the College.
 - 1.1.6.2. A student who audits a course section shall not displace student enrolling or registering to receive a grade, academic credit, continuing education unit, or certificate of completion in the course section.
 - 1.1.6.3. A senior citizen, age 65 or greater, may audit a continuing education course in accordance with PCC Policy 6.4.1 Senior Citizen Audit.
 - 1.1.6.4. The student must receive approval to audit a course section by the Vice President, Instruction or designee.
- 1.1.7. H – Hours only, no grade: A student attended class for hours only.
- 1.1.8. S – Satisfactory: Indicates that a student has successfully mastered the course competencies.

- 1.1.8.1. 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.
- 1.1.9. U – Unsatisfactory: Indicates that a student has not successfully mastered the course competencies.
 - 1.1.9.1. 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.
- 1.1.10. 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.
- 1.1.11. EI – Emergency Incomplete: Indicates that an impacted student is unable to complete the course requirements within the semester.
- 1.1.12. WE – Withdraw Emergency: Indicates that a student is unable to complete the course requirements given the unique nature of the natural emergency or pandemic.
- 1.1.13. EW – Emergency Withdraw: Indicates that an impacted student is unable to complete the course requirements.
- 1.2. Scores for GED® or HiSET® testing: Students who have taken the High School Equivalency test will receive scores from GED® or HiSET® 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® or HiSET® testing.

Section 2: Final Grade Submission

- 2.1. Final grades are awarded by the instructor and electronically entered into the College’s student records database by the instructor or designee.
- 2.2. Each director and instructional dean is responsible for verification of completeness of attendance rosters and for providing accurate information in the audit files.

Section 3: Transcripts

- 3.1. Students may request transcripts of their Continuing Education courses.
 - 3.1.1. Students must complete a Transcript Request Form found on the College's website.
- 3.2. To obtain transcripts of GED® or HiSET® testing result, students must contact the North Carolina Community College System Career and College Readiness testing office.
- 3.3. Refer to PCC Policy 6.19 Transcripts for more information.

Section 4: Change of Grade

- 4.1. Once a grade has been awarded, it may be changed only by the instructor or designee in consultation with the respective instructional dean and the Continuing Education Accountability and Compliance Officer.
- 4.2. A maximum timeframe of one semester, excluding summer semesters, will be allowed for I grades.
- 4.3. A maximum timeframe of one year, excluding summer semesters, will be allowed for IE or EI grades.

Section 5: College Grade Appeals Process

- 5.1. A student may appeal a final course grade through the Grade Appeal Process, PCC Policy 7.12.3 Final Grade Appeal Process.
- 5.2. All courses attempted will be shown on the official transcript.

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, December 2022, December 2024

Cross-references PCC Policies 6.4.1 Senior Citizen Audit, 6.19 Transcripts, and 7.12.3 Final Grade Appeal Process, FEMA-4827-DR

Exhibit 6.12.1



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 Academic 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.