NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

May 8, 2013

MEMORANDUM

TO: CC Chief Academic Officers
           CC Student Development Administrators

FROM: Sharon Morrissey
           NCCCS Executive Vice President for Programs & Chief Academic Officer

           Bill Schneider
           NCCCS Associate Vice President of Research and Performance Management

SUBJECT: Standard Reporting Grades

Various grading codes (College Letter Grades) are used at the colleges based on local academic policies. For reporting and evaluation purposes, each college must map its local grading codes to a list of standardized system grades. **This memo provides guidance on how colleges will map their grades to the System's Standard Reporting Grades beginning Summer Semester 2013.**

Below are the new system-wide Standard Reporting Grades and their associated definitions:
- A
- B
- C
- D
- F = Fail. The student did not pass the course with a Standard Reporting grade of P, A, B, C, or D and did not formally withdraw prior to the college's official withdrawal date. Grade designations for unsatisfactory, re-enroll, and not-mastered are mapped to "F."
- P = Pass, or Satisfactory completion of a course not using a traditional grading scale.
- W = Withdrew. Student withdrew from the course prior to the college's withdrawal date. If a student is not removed from the class prior to census date, the Standard Reporting grade for "never attended" or "no show" will be "W."
- I = Incomplete. Student has enrolled in but not completed a course by the end of the term and does not have to re-register to complete the course. This is a temporary grade.
- AU = Audit. Student who takes a course without credit and pays full tuition.
- CE = Credit by Exam (or Challenge Test), or demonstrated proficiency.

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As you will note, the major changes to the Standard Reporting Grades include the following:

- Specific definitions for each Standard Reporting Grade.
- Removal of the "Other Grade" option. All College Letter Grades must map to a Standard Reporting Grade based upon the definitions provided.
- Addition of the "P" for "Pass."
- Addition of the "I" for Incomplete.
- Removal of the "IP" Grade as a Standard Reporting Grade.
- Addition of "AU" as the Standard Reporting Grade for "Audit."

Developmental Grades

The DEI Faculty Task Forces recommended College Letter Grades of "P" for students who master 80% of the course work and "R" for students who do not pass DMA or DRE courses. The "P" grade has been added as a Standard Reporting Grade. The "R" must map to the Standard Reporting Grade of "F" for financial aid and reporting purposes.

Colleges have the flexibility to use other College Letter Grades for developmental courses. A college that uses other College Letter Grades for developmental courses must map those grades using the Standard Reporting Grades. However, for research and performance evaluation purposes, the System Office will recode any developmental course grade reported as "A," "B," or "C" as a "P" grade. A developmental course grade reported as "D," "F," or "I" will be recoded as an "F" grade. A developmental course grade reported as a "W" will remain a "W."

Additional Guidelines

Some colleges are reporting grades for students who have never attended class. Students who have never attended class should not be enrolled at the census date, and thus should not be a part of the data reported in the semester file. **Please make sure that only students who are attending classes after the census date are included in your file submissions.**

Technology Notes

The TT_CRPFA.STD.GRADES screen in Colleague is where all grade mappings are defined for the semester files. Please provide your IT staff with a list of your College Letter Grades mapped to the Standard Reporting Grades so this screen can be updated. This screen is open entry, so your IT staff must key in the codes exactly as they are listed in this memo. In the future, you will not be able to send semester files to the System Office that include grades other than those in the provided standard reporting grades.

Your college should take the following steps to update this screen:
1) Input the College Letter Grade under the "Orig Code" Column.
2) Assign the Standard Report Grade in the "New Code" column to each College Letter Grade that it maps to according to the definitions provided.
3) The table will only allow one "New Code" per "Orig Code." Thus, each College Letter Grade must be coded to a distinct Standard Reporting Grade.
4) More than 10 college letter grades can be defined, but the screen will only show 10 at a time.

To assist your efforts, a screen shot of the TT_CRPFA.STD.GRADES screen with some grade mapping examples is provided in an attachment to this memo.

If you have any questions, please contact Bill Schneider at schneiderb@nccommunitycolleges.edu.

Attachment

cc: Presidents
        System Administrators
        Community College Registrars
        Institutional Researchers
        Patrick Fleming
        Wesley Beddard
        Cynthia Liston

CC13-007

Screenshot 1

TEST Colleague

No Active Context

File | Options | Help | Keep Context Open | ✓ Save | ✓ Save All | ✗ Cancel | ✗✗ Cancel All | − | + |

FLTT - File Translation Tables

ELF Table : TT_CRPFA.STD.GRADES

Description: Standard Letter Grade

Orig Code

New Code

College Letter Grade → Orig Code

Standard Reporting Grade → New Code

Special Processing Fields
Field 1 | Page 1 of 2

#	Orig Code	New Code	Field 1	
1	A	A		
2	B	B		
3	C	C		
4	D	D		
5	F	F		
6	IP	F		
7	R	F		
8	U	F		
9	I	I		
10	CE	CE		

Comments | 1 |

Element Translation Table | Value 6/16

Screenshot 2

TEST Colleague

No Active Context

File | Options | Help | Keep Context Open | ✓ Save | ✓ Save All | ✗ Cancel | ✗✗ Cancel All | − | + |

FLTT - File Translation Tables

ELF Table : TT_CRPFA.STD.GRADES

Description: Standard Letter Grade

Orig Code

New Code

College Letter Grade → Orig Code

Standard Reporting Grade → New Code

Special Processing Fields
Field 1 | Page 2 of 2

#	Orig Code	New Code	Field 1	
11	PB	P		
12	S	P		
13	NA	W		
14	W	W		
15	WP	W		
16	AU	AU		
17				
18				
19				
20				

Comments | 1 |

Element Translation Table | Value 16/16