

## Course Grading Options Standards and Practices

### I Roles and Responsibilities

1. **Students** shall be responsible for reading about and selecting a grading option for each class they take at PCC as a condition of completing their registration for classes either on-line or in person.
2. **Students** shall be responsible for reading about and making any permitted changes to their grading option selection subsequent to their registration.
3. **Students** receiving financial aid should consult a [Financial Aid Advisor](#)<sup>2</sup> prior to taking any steps described herein.
4. **Faculty** inform **Students** regarding their standing in class, [existing petition processes for extraordinary situations](#), and refer **Students** to other appropriate advisors for issues outside the classroom related to [tuition](#)<sup>1</sup>, [financial aid](#)<sup>2</sup>, and [graduation](#).
5. **Faculty** record earned grades for **Students** according to their choices as described herein.

### II Grading Options Guidelines

1. Grade options during registration shall include **A-F** and **P/NP** , unless the **P/NP** option has been prohibited for use in a specific course or program of study by the governing Subject Area Committee.
2. Prior to the published [drop deadlines](#), **Students** seeking an **Audit** designation for any registered class , must obtain permission from their **Instructor**, unless prohibited from doing so by the governing Subject Area Committee The **Student** must notify **Registration** of the **Audit** approval by **Faculty**.
3. Prior to the published [drop deadlines](#), **Students** shall be able to drop any registered class by completing the [official drop/withdraw process](#). Such action by the **Student** shall result in no charges for the course or courses (or reimbursement if charges have already been paid); the course or courses shall be removed from their transcript.
4. Prior to the published [drop deadlines](#), **Faculty** shall assign an **NS** (No

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1 Registration Helpline: 503-977-8888

2 Financial Aid: 503-977-4934 | TTY: 1-800-735-2900 | FAX: 503-977-4965 | Federal School Code: 003213

Show) designation to every **Student** who has not attended class during this time period. This designation has no affect on charges for the course. **NS** designated courses shall appear on a student's transcript as a grade of **W**. The **NS** designation shall not be available for use by faculty during the remainder of the term.

5. Between the [drop deadline](#) and the completion of 80% of a course's term, **Students** shall be able to change the grading option between **A-F** and **P/NP** (unless prohibited from doing so by the governing Subject Area Committee) through the approved process.
6. Between the [drop deadline](#) and the completion of 80% of a course's term, **Students** shall be able to withdraw from any registered class by completing the [official drop/withdraw process](#). This action shall result in a grade of **W** appearing for the course or courses on the transcript.
7. At the time final course grades are recorded, **Faculty** may record an **I** (Incomplete)<sup>3</sup> and grant additional time for the completion of a minor but essential requirement for a student who is otherwise making satisfactory progress. This shall only be done by written agreement with a requesting **Student** and left on file with the division administrative staff. Such written agreements shall describe the missing requirement, basis for the requirement's evaluation, affect on the final grade and the completion date (within one year) for that requirement. If no replacement grade for an **I** grade shall have been provided by the **Faculty** member within one calendar year, the **I** grade shall automatically be changed to and **F** or **NP** depending on the grading option in affect at the time the **I** grade was originally recorded.
8. At the time final course grades are recorded, **Faculty** shall also record the last date of attendance for any **Student** earning grades of **F** or **NP**.

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<sup>3</sup> For specially designated courses, **Faculty** may record a **CIP** (Class In Progress) or **CIPR** (Class In Progress Re-register)