



Operating Protocol & Procedure

Details:

Number: 317

Title: Grade Transfer and Applicability to Program Requirements

Category: Students

Office of primary responsibility: Records Office

Approval Date: 12/14/20

Effective Date: 12/14/20

Revised: N/A

Purpose:

To designate what grades will be accepted for transfer to PCC and applied to program requirements.

Applicability:

Students and PCC Transfer Coordinator

Definitions:

DegreeWorks – Degree Works is a web-based, degree-auditing and tracking tool which enables students and advisors to evaluate academic progress towards graduation in accordance to College and major requirements outlined in the College Catalog. This tool will allow students to quickly and easily identify which requirements have been satisfied, and which requirements are outstanding.

Developmental Grade Mode – The grading option used for Developmental (Basic Skills) courses. S/A, S/B, and S/C are satisfactory grades in which the A, B, and C indicate the level of satisfactory performance; U/D and U/F are unsatisfactory grades in which the D and F indicate the level of unsatisfactory performance.

Standard Letter Grades – Letters A through F in which A, B, and C indicate a level of satisfactory performance and D and F indicate a level of unsatisfactory performance.

References

None

Attachments or Related Documents

None

Operating Protocol

The standard letter grade of C or better will be accepted in transfer to PCC and will be used to meet degree or certificate requirements. Standard letter grades of D and F and Developmental Grade Modes will neither be accepted in transfer nor used to meet degree or certificate requirements.

Procedure:

When evaluating transcripts for potential transfer credit, the Transfer Coordinator will not post transfer for D, F, or Developmental Grade Mode grades. DegreeWorks is programmed to accept only standard letter grades of C or above to fulfill program requirements.