



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Thomas A. Stith III*

*President*

**NUMBERED MEMO CC21-043**

**TO:** Chief Academic Officers  
Continuing Education Officers  
Student Services Officers

**FROM:** Dr. Kimberly Gold  
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**SUBJECT:** Workforce Continuing Education Standard Reporting Grades

**DATE:** August 27, 2021

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The purpose of this memo is to provide guidance to colleges for mapping local grading codes to a standard state definition. This common definition will assist in the data collection necessary to report credential attainment.

Currently, Workforce Continuing Education (WCE) programs utilize grading codes established by local policy. This memo does not require a change to local grading codes. To facilitate the documentation of credential attainment and the impact of WCE programs in training North Carolina’s workforce, it is necessary for the System Office to be able to interpret local grading practices. By mapping local grades to standard statewide definitions, the System Office will be able to provide statewide impact and completion data. This step will also ease inter-college transferability and facilitate the articulation of WCE courses to curriculum credit.

Before submitting the Continuing Education Institutional Class Report and the Continuing Education Registration Report for Summer Semester 2021, each college must map its local grading codes to a list of standardized system grades. This memo provides guidance for colleges to follow for the mapping process.

Below are the system-wide Standard Reporting Grades and their associated definitions:

- **A**
- **B**
- **C**

- **D**
- **F** = Fail. Student did not pass the course with a Standard Reporting grade of P, A, B, C, or D and did not formally withdraw before the college's official withdrawal date. Grade designations for unsatisfactory, re-enroll, not-mastered, and "NG"/no grade 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 before the college's withdrawal date. If a student is not removed from the class before the 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.

### **Technology Notes**

The TT\_CRPFA.STD.GRADES File Translation Table (FLTT) in Colleague is where all grade mappings are defined, including Workforce Continuing Education. Working with their Curriculum colleagues, Continuing Education Officers should provide local IT staff with a list of local grades mapped to the Standard Reporting Grades, so this screen can be updated. This screen is an open entry; local IT staff must update the codes strictly as provided in this memo.

Colleges should take the following steps to update this screen:

- 1) Input the local grades 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 local grade must be coded to a distinct Standard Reporting Grade.
- 4) ***This limitation requires Continuing Education Officers to collaborate on the mapping of grades with their Curriculum colleagues.***
- 5) More than ten college letter grades can be defined, but the screen will only show ten at a time.

Colleges should reference "Section 2.1 Translate Grades" of ServiceNow Knowledge Base Article "Comprehensive Curriculum Student Report (CCSR) User Guide" (KB0010335) for details on how to complete the translation table steps. While this is a curriculum-specific article, the translate TT\_CRPFA.STD.GRADES steps apply to all grade mappings.

If you have questions or require assistance, please submit a help desk ticket via ServiceNow or contact Nate Humphrey at [humphreyn@nccommunitycolleges.edu](mailto:humphreyn@nccommunitycolleges.edu).

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