

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
PROCEDURE  
SIP-3479**

**SUBJECT:** Mid-term Grade Reports

**REFERENCE:** None

**ORIGINATION:** September 23, 1991

**EFFECTIVE:** October 8, 2019

**REVIEWED:** August 2019

**SECTION 1. PURPOSE**

- 1.1 To establish procedures for the reporting of mid-term grades and the notification to students who have mid-term grades of “D”, “F”, or “F\*”.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all full-time and adjunct faculty members of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 F\* - failing grade due to non-attendance.

**SECTION 4. PROCEDURE**

- 4.1 Students will be notified when their grade, at the mid-term point for each term and part-of-term, is at or below a “D”. Notification of academic standing will allow the student to seek the assistance necessary to enable successful completion of his/her course work.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Each faculty member is required to complete a mid-term grade for every student who is at or below a “D” for every course taught each term and part-of-term no later than the mid-term date indicated on the Academic Calendar. Faculty should use F\* for those students who are failing due to non-attendance. (Those not listed on the mid-term report will be considered as having a minimum grade of “C.”)

- 7.2 An email will be sent to every student who received a mid-term grade the day after the mid-term date indicated on the Academic Calendar; this includes part-of-term courses as well.
- 7.3 Each faculty member who posted a mid-term grade at or below a “D” must communicate with the student that a mid-term grade was posted and discuss how the student can seek the assistance necessary to enable successful completion of his/her course work.

## SECTION 8. CANCELLATION

- 8.1 SCP-3479, *Mid-term Grade Reports*.

## SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the Cabinet-level Administrator may recommend to the President’s Cabinet that the procedure be amended or repealed.

## SECTION 10. SIGNATURES

  
\_\_\_\_\_  
President 10-08-2019  
Date

  
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Cabinet-level Administrator 10-08-2019  
Date

**Attachments:** None

**Distribution:** All Southern Employees  
Intranet

**Revision Notes:** April 2010 - The policy SCP-3479 was rescinded by the Board of Governors to become a unit procedure on March 2, 2010.

August 2019 - Eliminated the form since the process is online. Made minor revisions to the responsibilities. F\* was added to indicate failure due to non-attendance and a mid-term grade requirement was added for each part-of-term.