



SUBJECT: Mid-term Grade Reports

REFERENCE:

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

4. POLICY

Students will be notified when their grade, at mid-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 coursework.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. Each faculty member is required to complete a mid-term grade report form for each section of every course taught each semester.
- B. Mid-term grade report forms will indicate the name and social security number of each student whose current grade status at mid-term in that course is “D” grade or below. (Those not listed on the mid-term report form will be considered as having minimum grade of “C” or above.)



- C. Each faculty member will submit a signed copy of the mid-term grade report to their respective Division Chair by the mid-term date indicated on the Academic Calendar.
- D. Each faculty member will mail or deliver proper notice of mid-term grade to each student listed on the mid-term grade report form no later than one week following the mid-term date indicated on the academic calendar.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments:

- A - Midterm grade report form, SCP 3479.A
- B - Student notification form, SCP 3479.B

Distribution

Revision Date

September 1, 2000