

**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:** September 2023

**SECTION 1. PURPOSE**

- 1.1 To establish procedures for reporting mid-term grades and notifying students of their academic standing at mid-term.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This procedure 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 All students will be notified of their grades at the mid-term point for each term and part of term. 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 All faculty are required to complete a mid-term grade for every student for every course taught each term and part of term no later than the mid-term date indicated on the Academic Calendar. Faculty shall use F\* for those students who are failing due to non-attendance.

- 7.2 The Office of the Chief Information Officer will send a notification to students 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 must communicate with the student that a mid-term grade was posted in MySouthern and discuss how the student can seek the assistance necessary to enable the successful completion of his/her coursework.

## **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such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

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**Revision Notes:** April 2010 - The policy SCP-3479 was rescinded by the Board of Governors to become a unit procedure on March 2, 2010.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

September 2023 – Changed the procedure to include all students with a mid-term grade so that all students know their academic standing. Furthermore, it makes the Office of the Chief Information Officer responsible for sending out an email regarding mid-term grades.