

3357:13:14-27 Mid-Term Course Grading Policy

- (A) North Central State requires that at the mid-point of an academic course, students enrolled in that course be notified of their progress. A letter grade will be calculated based on the work completed at the mid-way point in the term.
- (B) North Central State College uses the standard 4.00 letter grade system (with pluses and minuses). Faculty will issue a grade to each student at the mid-point in the term and then again at the end of the term. Mid-term grades are not recorded in any permanent record or on a student's academic transcript.
- (C) Mid-term grades provide students with early feedback (both positive and negative) about their academic performance. Mid-term grades provide an opportunity for students to receive positive reinforcement and motivation if they are doing well, and intervention if they are struggling. Mid-semester grades allow faculty, advisors and other service providers on campus to intervene with students who are in academic difficulty, while there is still time to make improvement.

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70--72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
0--59	F	0.00	Failure

(D) Procedure:

- (1) The Director of Student Records will alert each faculty member no later than the beginning of the eighth week of classes (or the point of mid-term for flexibly scheduled classes) that the system is open for the input of mid-term grades.
- (2) Each faculty member will calculate a grade that represents an actual depiction of what a student would earn if the term ended at the mid-point of the term. The mid-term grade should reflect the student's progress through 50% point in the term.
- (3) Each faculty member will use the student information system to place a mid-term grade beside the name of each student registered for the class.
- (4) Mid-term deficiency letters will be sent to students earning a mid-term grade below "C" two days after the submission deadline.
- (5) Student Records will send deficiency letters to the students requesting that the student see the instructor of the particular course. If the instructor believes there is a need for further counseling, the student will be referred to the academic liaison for information about tutoring, remedial courses, study habits, etc.
- (6) Academic liaison will be notified of all students receiving deficiency letters
- (7) The Student Records office will notify the assistant deans of faculty who have not turned in mid-term grades by the submission deadline.
- (8) All students will be notified electronically of mid-term grade posting.
- (9) A copy of the deficiency letter is placed in the student's file, but no notation is made on the permanent record.

Effective: May 1, 2015

Expires: May 1, 2020

Review Dates: 5/1/15