

3357:13:14-271 Mid-Term Course Grading Procedure

- (A) 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.
- (B) 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.
- (C) 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.
- (D) Mid-term deficiency letters will be sent to students earning a mid-term grade below "C" two days after the submission deadline.
- (E) 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.
- (F) Academic liaison will be notified of all students receiving deficiency letters
- (G) The Student Records office will notify the assistant deans of faculty who have not turned in mid-term grades by the submission deadline.
- (H) All students will be notified electronically of mid-term grade posting.
- (I) 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