

*Mountwest Administrative Procedure*

## Student Grade Submission

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The timely and accurate posting of students' grades ensure students' retention and ultimate academic success. In addition this information assists the Office of Financial Aid in determining continued financial aid eligibility.

1. Instructor of Record for a class is responsible for submitting student grades.
2. The open window for submission of grades through MyMCTC is controlled by the Registrar under the direction of the Dean of Student Services.
3. Faculty will log on to the "myMCTC Self-Service" link found under [www.mctc.edu/MyMCTC](http://www.mctc.edu/MyMCTC) and follow the appropriate links to the grade submission site. (Specific instructions for entering grades can be found on the Office of Registrar's website found at [www.mctc.edu/registrar](http://www.mctc.edu/registrar)).
4. Should a faculty member miss the deadline for grade submission online, a paper copy of the class roster must be submitted to the Dean of Student Services. This must include the letter grade for each student, the faculty member's signature and the Division Dean's signature.

### **Final Term Grades**

Final grades are recorded for all academic terms, i.e. Fall, Spring, Summer, 1<sup>st</sup> 8 weeks and 2<sup>nd</sup> 8 weeks terms. Final grades must be recorded for all students registered in their course in accordance with the College academic calendar. A status code of "WC" or "TW" indicates the student has withdrawn and must receive a "W" grade. Students unable to complete course work in the specified period of time will follow the "Incomplete Grade Procedure". If an "F" or "NC" grade is reported, the faculty member must indicate the last day of attendance if available.

### **Mid-term Grades**

Mid-term grades are recorded for all students receiving a letter grade of "D" or "F" or "NC" midway through the semester. This includes Fall, Spring, Summer, 1<sup>st</sup> 8 weeks, and 2<sup>nd</sup> 8 weeks courses. Deadline for submission of mid-term grades will be indicated on the College academic calendar. If an "F" or "NC" grade is reported, the faculty member must indicate the last day of attendance if available.

*Effective Date: November 30, 2010*

*Revised Effective Date: March 11, 2011*

*Approved by: Dr. Keith Cotroneo, President*

Signature: \_\_\_\_\_

