Mountwest Administrative Procedure

Student Grade Submission

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.

Final Term Grades

Final grades are recorded for all academic terms, i.e. Fall, Spring, Summer, 1st 8 weeks and 2nd 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 A status code of "WC" or "TW" indicates the student has withdrawn and must receive a "W" grade.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 midway through the semester. This includes all 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.