

# GRADING

The college uses letter grades to indicate the status of a student at the completion of a course. All grades are awarded at the sole discretion of the faculty member responsible for the course. A grade must be submitted for every student on the course roster at the end of the semester. Students will be apprised of evaluation policies in each class at the beginning of every semester. This information also will include notification, where appropriate, that the plus/minus grading system will be used as determined by the instructor. Instructors will inform students of their standing in each course by the end of the ninth week of the semester, or two-thirds of a Summer Session or January Term. Mid-term grades are available in Degree Works and Banner when submitted by the instructor. Questions regarding grading policies or an individual grade received in a particular course should be addressed to the instructor or to the department chair.