

## GRADING

### Policy:

A college approved grading scale will be followed by all instructors.

### Procedure:

The following grade scale will be used for all credit classes provided by the College.

A (90-100, excellent); B (80-89, good); C (70-79, average); D (60-69, poor); F (below 60, failure); W (withdrawn); P (passed); I (incomplete).

1. For credit classes during the Fall and Spring semesters, a minimum of one major grade (hour test, major report, etc.) and four minor grades will be given prior to the progress grade determination. A minimum of one major grade and four minor grades will be given between the progress grade period and the final examination.
2. For credit classes during the Summer semester a minimum of two major grades and six minor grades are required. Each instructor will provide progress grade information to students.
3. The semester average will be determined as follows:  
Minor Grades (15-35%)  
Major Grades (30-60%)  
Final Exam (25-35%)
4. A final examination will be administered in each class during the designated exam period and in accordance with an approved exam schedule. The exam will be comprehensive in nature for the content covered throughout the semester.
5. All class grades are to be recorded in a grade book and submitted electronically at the end of each semester for review and filing.
6. A student who is dismissed from class because of excessive absences or as a result of disciplinary action will receive a grade of F regardless of the grade average on the date of dismissal.

7. An instructor may assign an I (incomplete), in the rare circumstance in which a student has not completed the requirements for a course as a result of an accident, illness, or other approved reason. An incomplete grade is to be awarded only if the student and instructor have communicated prior to the submission of semester grades. If the requirements for the course are not completed, and the grade for the course is not assigned before the end of the next Fall or Spring semester, the grade of I will be changed to F, unless otherwise provided for or approved by the dean or director over the instructional area. (A student who takes the final examination for a course may not be assigned a grade of I.)
8. Each instructor must include specific grading information in the course syllabus as to how the final grade for the students will be determined and this information will be distributed to students at the beginning of the course.
9. Students receiving Veterans Administration educational benefits under the P.L. 90-77 must make a 2.0 grade point average on all hours attempted each semester after the last day to drop a course to remain in good standing with the Veterans Administration.
10. Students shall not be involved in activities of grading or duplicating tests for instructors.
11. A variety of examination methods are utilized for distance education courses. These may include the following: examinations administered over the web, examinations administered using conferencing software, examinations given over the Community College Network (CCN) or other methods. Most online courses will require at least one proctored test at a designated site. All community and junior colleges in Mississippi have designated testing centers to administer exams for other community colleges. A professional staff person at the testing site will be responsible for confirming proper identification, administering exams and returning exam materials to the originating site. To schedule an exam for a distance education course, a student should contact the proctor via email at [proctor@prcc.edu](mailto:proctor@prcc.edu). Proctors can also be reached by dialing (601) 403-1336.

NOTE: Exceptions to the above-listed procedures must be approved by the respective instructional dean or director.