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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: GRADE REPORTING - HIGH SCHOOL CONTRACT

Code: DD0704

Policy Reference: N/A

The following symbols have been approved by the contracting school districts and will be used in student grade reports and records:

- A - EXCELLENT Is making excellent progress; displays unusual interest, originality, and initiative; does work of excellent quality.
- B - VERY GOOD - Is making very good progress; displays very good effort; does very good work promptly and neatly; has very good study habits.
- C - GOOD - Is making good progress; makes a response on definitely assigned work; is developing satisfactory study habits.
- D - FAIR - Needs to improve; can do better work with more effort; should improve study habits and daily work; should prepare required work with more thoroughness.
- U - UNSATISFACTORY Failure; is making unsatisfactory progress; displays little effort to achieve; lacks interest; work is too poor to justify passing.

The determination as to whether credit will be granted to a student is made by contracting school districts.

1. The High School Contract office will send a class list to the appropriate instructors approximately one week before the end of each quarter.
2. The instructors should indicate each student's total periods of attendance, achievement and conduct grade, and return the list to the High School Contract office.

Office of Responsibility: High School Relations

Approving Authority:

Andrew Hopgood, Dean
High School Relations

Date: 8/15/94
