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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: MIDSEMESTER GRADES

Code: DD0707

Policy Reference: D0800, Graduation Requirements

Midsemester grades will be mailed to associate degree and diploma students.

Midsemester grades may be provided to other students by their instructors on an informal basis.

Midsemester grades shall be based on the same grading criteria as the final grade in order that the student will have a valid indication of his/her progress.

1. For associate degree and diploma students, the instructors should record the mid-semester grade in the appropriate place on the Grade Roster.
2. The Grade Rosters should be delivered to the Registration office, Room S115A, at the Milwaukee Campus, or the Registration office at the regional campuses. (The dates relative to this procedure will appear in the DAY SCHOOL SUPPLEMENTARY CALENDAR - Administrative Notice.)
3. Grade Rosters will be returned to supervisors.

Office of Responsibility: Student Services

Approving Authority:

Kathleen Christensen
Vice President, Student Services

Date: 2/4/00