

Moraine Park Technical College

Grading Students Enrolled in Transcribed Credit Courses

MPTC uses a letter grading scale based on the achievement of course competencies. Use the following grading scale for recording student achievement in transcribed credit courses:

Grade	Definition	Grade Points Per Credit
A	The student has excelled in meeting all the competencies established for the course.	4
B	The student has more than adequately met all the competencies established for the course.	3
C	The student has adequately met all competencies established for the course.	2
D	The student has met the competencies, but not at an acceptable proficiency level established for the course.	1
F	The student has failed to meet one or more competencies established for the course.	0
W	The student has withdrawn from the course - grade is assigned as a registration function (not by the instructor).	---

Most postsecondary institutions require a grade of C or better when evaluating coursework for transfer. Students who do not earn a grade of C or better in a course may need to repeat the course to meet the requirements of a postsecondary institution.

A grade of W (withdrawal) requires that a student withdraws from the course prior to 67% of the potential hours of the course having completed. To simplify the calculation of varying start/end dates by high school the following withdrawal dates have been set:

- December 10 – Last day to withdraw from a first semester class
- March 10 – Last day to withdraw from a year-long class
- April 30 – Last day to withdraw from a second semester class
- Other – For classes starting at a date other than the first day of a semester (including trimester calendars) a withdrawal date will be calculated and provided to you

Students should submit a registration form at the beginning of the semester only if they wish to have the class recorded on their college transcript. Students who submit a registration form will receive one of the grades listed in the table above. *All grades recorded on a college transcript are included in financial aid eligibility calculations. Students seeking to withdraw from the class after a registration form is submitted must complete an add/drop form to be submitted by the instructor. The add/drop form must be submitted within the deadlines listed above. A communication explaining this in detail will be sent to high school staff, students and parents.

Grades must be submitted within one week following the completion of the course. Incomplete grades are not allowed for Transcribed Credit Courses. If you have any questions regarding these grading guidelines please contact Career Pathway Coordinator Jennifer Wagner at 920.924.3428 or jwagner@morainepark.edu.

**Failing grades, D's and W's will negatively affect future attempts to receive college financial aid.*