
END-OF-SEMESTER INSTRUCTOR RESPONSIBILITIES FOR
DUAL-ENROLLMENT COURSES

All instructors of dual-enrollment courses must submit the following items to the Office of Extended Education at the end of each semester:

- (1) Final grades to include: student name, social security number and letter grade
- (2) Copy of the gradebook with major & minor grades identified
- (3) Copy of the syllabus
- (4) Copy of the final exam

Instructor's Signature

Phone #

Please mail to:
Pearl River Community College
Attn: Dr. Martha Lou Smith
101 Highway 11 N.
PO Box 5675
Poplarville, MS 39470

PRCC Grading Policy:

The following grade scale will be used for all credit classes.

A(90-100, excellent); B (80-89, good); C (70-79, average); D (60-69, poor); F (below 60, failure); W (withdrawn).

1. For credit classes during the Fall and Spring semesters, a minimum of two major grade (hour test, major report, etc.) and four minor grades will be given prior to 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. The semester average will be determined as follows:
Minor Grades (15-35 %)
Major Grades (30-60%)
Final Exam (25-35%)
3. A final examination will be administered in each class during the designated exam period. The exam will be comprehensive in nature for the content covered throughout the semester.
4. All class grades are to be recorded in a grade book and submitted to the Office of Extended Education at the end of the term.
5. 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.