



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: PROGRESS GRADES

Code: DD0707

Policy Reference: D0800, Graduation Requirements

Progress Grades will be available online to students enrolled in classes 8 weeks or longer. The student will receive written notification via email to his/her MATC email account regarding when Progress Grades are accessible on Self-Service.

Progress Grades shall be based on the same grading criteria as the final grade in order for the student to have a valid indication of his/her progress.

1. The instructor must record the Progress Grade in MATC's official grading system.
2. Progress Grades are due at the end of the middle-week of class term (examples below):
 - 8-week sections – Mid-term grades due end of week 4
 - 12-week sections – Mid-term grades due end of week 6
 - 16-week sections – Mid-term grades due end of week 8

Office of Responsibility: Learn Pillar
Last Reviewed: Dec-2023