



Name of Policy: Mid-Semester Grade Reports
Source: Academic Affairs
Date Revised: June 2018
Form to Complete: N/A

Policy:

Instructors enter mid-term grades for all students when the mid-semester grade portal window is open; valid grades consist of:

S – satisfactory (student is doing “C” work or better)

A

B+

B-

C

C-

D+

D

F

The Registrar emails students that mid-term grades have been posted and includes instructions on how to access mid-term grades on MyKCAI. Students who have deficiencies in academic performance at mid-semester (a deficiency is any grade below a C) are encouraged to contact the instructor who issued the deficient grade and make an appointment with the Coordinator of Disability and Academic Support Services. All students are responsible for maintaining satisfactory academic progress regardless of notification by KCAI.