

Mercer County Community College
Division of Science and Health Professions
Nursing Program

POLICY

Policy: CALCULATION OF GRADES

Purpose: To standardize course grade calculation across the nursing program.

Procedure:

1. Prior to the start of each semester, Course Coordinators will determine the percent value for each exam/assignment. This information is to be included as part of the course outline available to students.
2. Earned grades for each exam/assignment, will be maintained using the ParTest/ParScore system and calculated grades will be entered on the appropriate Excel spreadsheet by the Nursing Office staff.
3. At the end of the course, the Excel spreadsheet will be distributed to the appropriate Course Coordinator for review and/or grade assignment.
4. Extra credit points are only added if the student's grade is passing.
5. There will be no rounding of grades.
6. All grades are final.
7. Grade books must be turned into the Nursing Office, along with a copy to the Division Office at semester's end.

Effective Date: February 24, 2009

Revised Date: May 20, 2011

Approved by:  , Director