



Suggestions for the *Grading Policies* Syllabus Section

MCCCD Requirements

- Grading standards and practices

Suggested Categories

- Assignment Distribution
- Calculating Your Grades
- Grading Scale
- Grading Response Time
- Make-Up Policies
- Extra Credit Policies/Opportunities
- Grading Criteria/Rubrics

Other Resources to Consider

- [MCC College Catalog](#) “Grading”
- MCC Faculty Handbook “Grading Policies and Standards”

Examples

Assignment Distribution

Paper #1	100 points
Paper #2	100 points
Paper #3	200 points
Paper #4	200 points
Homework	400 points
Course Total	1,000 points

Calculating Your Grades (example developed by Shelley Rodrigo)

If you weight grades in your course, be sure to share how you calculate them.

Your homework is calculated based on the number of homework points possible.

$$\frac{\text{HW raw points earned}}{\text{HW raw points possible}} \times 400 = \text{Calculated Homework Points}$$

Therefore, if there are a total of 125 raw homework points possible, and you earned 115, your calculated homework grade would be $(115/125) \times 400 = 368$ points

Grading Scale

Grades are determined according to the following scale:

- 900-1000 points = A
- 800-899 points = B
- 700-799 points = C
- 600-699 points = D
- 599 or below = F

Grading Response Time (example developed by Shelley Rodrigo)

The instructor requests that students allow the instructor one week from the date of submission (original deadline, not if the assignment is turned in late), to post a grade, or provide feedback, on any homework assignments, two weeks for major writing projects. (Note: the instructor will make every effort to provide faster turn around time-however, sometimes faster turn around is not possible)