

## **BUDGET AND ACADEMIC POLICY COMMITTEE**

### **RECOMMENDATION**

**SR-25-26-04 BAPC** Recommends Revision to UPAA-5 (Comprehensive Midterm Grades)

**Whereas**, students would generally benefit from the opportunity to have a formal notification of their grade at midterm, no matter the grade

**Whereas**, the additional burden on an instructor to provide all midterm grades, as opposed to the current practice of providing only D, F, or NC grades is minimal,

The Budget and Academic Policy Committee recommends revising policy UPAA-5 (“Freshman D and F Grades” to “Comprehensive Midterm Grades” as outlined below:

#### **RATIONALE:**

The intent of reporting a midterm grade is to provide an early evaluation of a student’s current status in a course and provide an early alert opportunity for course correction, when needed. In providing only D, F, or NC grades, a student is uncertain about whether or not their instructor/faculty failed to submit a grade or if their grade is a C or better. By reporting all grades for undergraduate students, University staff, Dean’s Offices, and Department Chairs can better identify the missing grades to assist in reporting to students. In theory, an instructor already needs to evaluate all student grades to determine those with D, F, or NC, so this process requires only the additional step of reporting the grade in the University’s approved software. For courses for which it is not possible to calculate a meaningful grade at this point in the semester, a “NG” (“No Grade”) option is available to faculty.

#### **FACULTY SENATE CHAIR:**

APPROVED BY THE

FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE

FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **COMMENTS:**

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## **BUDGET AND ACADEMIC POLICY COMMITTEE**

### **RECOMMENDATION**

**SR-25-26-04 BAPC Recommends Revision to UPAA-5 (Comprehensive Midterm Grades)**

#### **Undergraduate Catalog 2025 – 2026**

##### **Midterm Grade Reports for Undergraduate Students**

At the time specified in the university's academic calendar for the fall and spring semesters, faculty will assess the progress of all undergraduate students in their courses. Midterm grades will be posted for students to view on myMU. A midterm grade is not a promise of a particular final grade nor is it recorded on the student's official transcript. It is intended only as an early notification.

For faculty in courses with no graded assignments or exams before midterm, an indicator is available in the university's midterm grade reporting tool to indicate that no grades will be reported.

# **UNIVERSITY POLICY FOR ACADEMIC AFFAIRS**

## **Policy No. UPAA-5**

### **FRESHMAN AND SOPHOMORE**

### **MIDTERM D & F GRADES**

#### **1 General Information.**

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to freshmen and sophomores.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 27, 2019
- 1.4 Effective Date: August 1, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History: Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. Effective as of 4/1/03

#### **2 Policy**

- 2.1 D & F midterm grades are processed for freshman and sophomore students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (29 or fewer earned hours) or sophomores (59 or fewer earned hours) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F freshman and sophomore mid-term grades online using university approved software for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu in university approved software.

#### **3 Procedures for Late Grades**

- 3.1 When faculty members fail to meet the deadline for submitting midterm freshman and sophomore grades of D and F the Registrar's Office proceeds with the grade run and mails the formal letter from the university. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
  - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean.
  - 3.1.2 The dean obtains the late grades from the appropriate faculty members or chairpersons.
  - 3.1.3 The dean sends a version of the university letter, but with his/her signature, to each student affected by the late grades. The dean may delegate this role to the chairperson or the faculty member, with appropriate changes to the letter template.
  - 3.1.4 These letters must be sent within two days of the original deadline to provide the necessary opportunities that are the intent of the letter.
- 3.2 If a student does not have a valid permanent address or has an international address, the letter will be sent to the student using electronic communication.
- 3.3 Mid-term grades do not appear on the student's official transcript.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-5

### ~~FRESHMAN AND SOPHOMORE MIDTERM D & F COMPREHENSIVE~~

#### MIDTERM GRADES

#### 1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to freshmen and sophomores undergraduate students.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 27, 2019[TBD]
- 1.4 Effective Date: August 1, 2019[TBD]
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03. Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. ~~Effective as of 4/1/03.~~ Amended again in 2019.

#### 2 Policy

2.1 ~~D & F midterm grades are processed for freshman and sophomore students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (29 or fewer earned hours) or sophomores (59 or fewer earned hours) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F freshman and sophomore mid-term grades online using university-approved software for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu in university approved software. Midterm grades are processed for all undergraduate students. Midterm grades are entered via myMU, using the university's approved midterm grade reporting tool. Faculty will see all undergraduate students on their class roster for midterm grade reporting for reporting. Instructions for mid-term grade entry are posted on the Faculty Services menu of the Office of the Registrar's website.~~

2.1.1 For faculty in courses with ~~no~~ insufficient graded assignments or exams before midterm to accurately determine a midterm grade, an indicator grade of "NG" (No Grade) is available in the university's midterm grade reporting tool to mark that no grades will be reported.

~~2.1.2 Students will receive an email notification that midterm grades are posted, and that they can be reviewed in myMU. The email will remind students that midterms grades are informational and will not be part of their transcripts, and that they may not reflect the final grade in the course. In this email, students will be provided with resources available for learning support in the event that they received D, F, or NC grades. The email will explain the purpose of "NG" grades and encourage students to contact the instructor should they have questions. receiving a D, F, or NC will receive an email notification from the Office of the Registrar on behalf of the provost, including their D/F/NC midterm grades and academic support resources.~~

#### 3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm freshman and sophomore grades of D and F grades the Registrar's Office proceeds with the grade run and mails the formal letter from the university posts the reported grades in MyMU. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as

follows:

- 3.1.1 The Registrar's Office sends a list of missing grades to the Dean, including a copy of the communication from the Provost.
- 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons and reports them back to the Office of the Registrar within two business days.
- 3.1.3 The Dean or their designated college official will then email the students to inform them that their midterm grade was submitted late which may have affected its availability in myMU. The email will include their midterm grade and confirmation that it has now been recorded.~~The Dean sends a version of the university letter, but with his/her signature, to each student affected by the late grades. The Dean may delegate this role to the chairperson or the faculty member, with appropriate changes to the letter template.~~
- ~~3.1.3.1.4~~ 3.1.4 If the student's late grade was a D, F, or NC, the Dean will include the above information in the email along with details mirroring those in the provost's statement noted in 2.2.
- ~~3.1.4.3.1.5~~ 3.1.5 These emails must be sent within two business days of the original deadline to provide the necessary opportunities that are the intent of the communication.~~These letters must be sent within two days of the original deadline to provide the necessary opportunities that are the intent of the letter.~~
- ~~3.2~~ 3.2 If a student does not have a valid permanent address or has an international address, the letter will be sent to the student using electronic communication.
- ~~3.3.2~~ 3.3.2 Mid-term grades do not appear on the student's official transcript.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-5

### COMPREHENSIVE MIDTERM GRADES

#### 1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to undergraduate students.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: **TBD**
- 1.4 Effective Date: **TBD**
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03. Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. Amended again in 2019.

#### 2 Policy

- 2.1 Midterm grades are processed for all undergraduate students. Midterm grades are entered via MyMU, using the university's approved midterm grade reporting tool. Faculty will see all undergraduate students on their class roster for midterm grade reporting for reporting. Instructions for mid-term grade entry are posted on the Faculty Services menu of the Office of the Registrar's website.
  - 2.1.1 For faculty in courses with insufficient graded assignments or exams before midterm to accurately determine a midterm grade, a grade of "NG" (No Grade) is available in the university's midterm grade reporting tool to mark that no grades will be reported.
- 2.2 Students will receive an email notification that midterm grades are posted, and that they can be reviewed in MyMU. The email will remind students that midterms grades are informational and will not be part of their transcripts, and that they may not reflect the final grade in the course. In this email, students will be provided with resources available for learning support in the event that they receive D, F, or NC grades. The email will explain the purpose of "NG" grades and encourage students to contact the instructor should they have questions.

#### 3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm grades, the Registrar's Office proceeds with the grade run and posts the reported grades in MyMU. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
  - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean, including a copy of the communication from the 2.2.
  - 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons and reports them back to the Registrar's Office within two business days.
  - 3.1.3 The Dean or their designated college official will then email the students to inform them that their midterm grade was submitted late which may have affected its availability in MyMU. The email will include their midterm grade and confirmation that it has now been recorded..

- 3.1.4 If the student's late grade was a D, F, or NC, the Dean will include the above information in the email along with details mirroring those noted in 2.2.
- 3.1.5 These emails must be sent within two business days of the original deadline to provide the necessary opportunities that are the intent of the communication.
- 3.2 Mid-term grades do not appear on the student's official transcript.