

Re: Mid-Term Grade Reporting

Dear Faculty,

I write to ask that you actively participate in the College's mid-term course warning system. Your participation allows the College to more quickly identify and support students in danger of failing a course.

The process is designed to be simple and straightforward. Faculty report the current course grade of all students **whose work at mid-semester is below the grade of C-**. Reported students receive a letter warning these students of unsatisfactory academic progress (unless the instructor requests otherwise). The student's academic adviser also receives a notification, which allows that adviser to follow up and encourage students to seek assistance.

For Fall 2019, the system will be in place **from Wednesday, October 2<sup>nd</sup> through Wednesday, November 6<sup>th</sup> at 5:00 p.m.** Instructors may submit mid-term grades online using the Instructor ACCESS application. The process is exactly the same as when final grades are submitted.

- Go to [www.rochester.edu/registrar](http://www.rochester.edu/registrar) and click on UR ACCESS plus.
- Select Instructor ACCESS and then select grading.
- Click on the CRN of the course in which you wish to submit mid-term grades.
- Grades for students who are earning **less than C-** should be submitted; ***all others should be left blank.***
- There is also a check box labeled WD (writing referral notification) which may be checked and which will result in a pop-up form for faculty to make comments, if desired.
- Once all necessary entries are made, submit the roster and the grades will be reported to the Office of Academic Records. Note that grades are NOT sealed at this time, only submitted for the early warning system.

**You may also use this system to report the grades of students who are performing outstandingly in your course.** Faculty wishing to recognize such students would enter a grade of "A" in the system. A notification will be sent to the student.

Please direct any questions about the process to Nancy Specht at [nancy.specht@rochester.edu](mailto:nancy.specht@rochester.edu)

Many thanks,

Jeff