

# Cheyney University Policy AA-2010-1034

## Policy on Midterm Assessments

**Approved by:** President's Cabinet/ Academic Affairs Council

**History:** Revised -2-17-2009  
Additional History -- n/a

**Related Policies:** n/a

**Additional References:** n/a

### A. Purpose

The purpose of this policy is to define faculty responsibilities with regard to submitting midterm assessments for students.

### B. Scope

This policy applies to all undergraduate students.

### C. Key words and phrases:

None

### D. Policy & Procedure(s)

#### Midterm Assessments

On or about the 5th to the 7th week of the semester, faculty are required to enter midterm assessments online for all their students. Students could access their personal progress reports online using their personal identification numbers (PIN).

Faculty will give each student an "S" (Satisfactory) or "U" (Unsatisfactory) or blank in three categories:

- a. Attendance
- b. Tests and quizzes
- c. Other graded assignments

Faculty will have the option of checking one or more of five pre-determined statements/comments for each student:

1. See instructor
2. Unprepared for class
3. Misses deadlines
4. Needs a tutor
5. Works below ability

In order to simplify the process for faculty members of entering the S's, U's, and blanks, programming will include the ability to set an entire column of students in a class to "S" or "U" or blank, whereupon the faculty member could note exceptions by changing the designation for individual students. For

example, that would allow a faculty member who does not give tests and quizzes to set the entire column to all blanks with one click. Attendance could be marked "S" for all students with one click followed by marking certain students with an attendance problem with a "F".