**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1034 |
| **Policy Type:** | MIDTERM ASSESSMENTS |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 10-22-18 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **A: Purpose** | The purpose of this policy is to define the timeframe to enter midterm grades for all students into the current processing system (PowerCampus). |
| **B: Scope** | This policy applies to all faculty. |

**Rationale Information**

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| **D. Policy & Procedure(s)****REPLACES AA-2010-1034** **MIDTERM ASSESSMENTS** – proposed language On or about the 7th week of the semester (see current Academic Calendar for exact dates), faculty are required to enter midterm grades for all their students into Power Campus.  * Faculty will give each student an “S” (Satisfactory) or “U” (Unsatisfactory) based on assignments, tests, quizzes, and attendance. Midterm grades should not be based on attendance alone – so courses should be designed accordingly.
* Students can check their midterm grades by logging in to their Self-Serve accounts. Students receiving “U” grades will also get an email from the Registrar.
* Faculty Advisors will receive a notification with the names of all advisees receiving a “U” and are asked to reach out to those students to try and resolve any issues presenting obstacles to successful completion of the course (tutoring, counseling, etc.).
* Notification will also be sent to special programs coordinators showing all students who received “U,” so that they can reach out to at-risk students.
* The Registrar will email faculty to remind them to enter midterm grades. Once the midterm grading window has closed the Registrar will send the Dean of Faculty a list of students for whom grades were not entered – and the responsible instructors. The Dean will email those instructors, requesting them to immediately enter the midterm grades. If an instructor’s midterm grades have not been entered within 5 days of the end date in the calendar, the Dean may recommend pursuing disciplinary action (Article 42).
* All adjunct faculty need to be made aware of the midterm grade submission requirement.
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| **Date Received from the AAC:** | 11/22/18 |
| **AAC Approval Date:** | 10/22/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |