

# 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.