The Senate of Michigan Technological University

PROPOSAL 17-69
(Supersedes Proposal 5-67)

REVISED MID-TERM GRADE POLICY

1. **All students will receive mid-term grades by post card mailed by the Registrar. A grade of S will indicate satisfactory work ; a grade of U will indicate unsatisfactory work; a grade of M will indicate no grade card was received from the instructor, student should see instructor if he has any doubt.**

2. **Interested and qualified persons other than the student are to be informed of the student's performance at the end of about the 5th week by initiating the following procedure.**

   Step 1. Duplicate grade cards (in contrasting color) are to be prepared by Data Processing as soon as class rolls are complete (about the end of the 4th week). Cards are to be issued for all undergraduate students in all courses and given to the individual instructors.

   Step 2. The instructor separates cards into two stacks. One stack will include all students doing unsatisfactory (D or F) work; the other stack consists of the remaining cards. The instructor will identify the unsatisfactory stack by marking the first two or three cards U, and will return <u>both</u> stacks to the Registrar.

   Step 3. Data Processing programs their machines to prepare three lists in original and carbons as follows:

       a. A series of abbreviated section lists composed of U students only
       b. An alphabetical list by curricula
       c. A straight alphabetical list

   All lists would give name, course number and curricula information. Both lists b and c would have one entry per card so that students with more than one failure would appear as many times as there are U cards for the student.

   Step 4. Lists would be distributed as follows:

       List a - Original to instructor and carbon to department head
       List b - Original to department head and carbon composite of all department curricula list to Dean of Students
       List c - Original and one carbon to Dean of Students, and the other carbon to Athletic department

This should be done by the end of the 6th week.

Step 5. List utilization. Departments could make full use of the lists to uncover sections with special problems, make revisions to course offerings for the following terms, take steps to provide remedial work, departmental tutoring, programmed instruction, etc. The Dean of Students could scan the lists to uncover students with known special problems, students on probation, students having more than one U, etc. Action could be initiated to bring certain students into contact with dorm proctors, counselors, instructors, advisors, etc., each being considered individually. The listed U students should know that we are genuinely concerned.

Proposal Adopted by Senate: 16 April 1969
(Proposal Supersedes Proposal 5-67)
Amended by Proposal 5-76
See Proposal 10-07