

# The Senate of Michigan Technological University

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## PROPOSAL 5-67

### PRELIMINARY RECOMMENDATIONS FOR MID-TERM GRADE REPORTING

It is recommended that:

1. The existing policy of keeping the student informed should be continued. This means that classes are supposed to be conducted in such a way that the student knows about where he stands on the grade scale. The method of conveying this information is up to the instructor. (In theory at least the student is already being alerted.)
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 beginning in the Fall term, 1967.

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 pulls cards of all students doing U (Unsatisfactory work) work from his card deck and sends them back to Data Processing not later than Tuesday noon of the 6th week. U includes both D and F. No signature or punch operation is needed.

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: 17 May 1967**

**Superseded by Senate Proposal 17-69: Adopted 16 April 1969**