Dearest Faculty,

I wanted to send a small reminder/plea out to all of you to submit midterm grade reports for your classes this term. My job calls for me to work with students who are experiencing academic struggles of all kinds, from those who have identified disabilities to those who are struggling in a course or two in any given semester. Part of my difficulty in working with students who are academically struggling is simply in identifying them.

The main way for me to identify and work with struggling students is the midterm grade reports. I receive a list from the Registrar's office of all of the midterm reports that are submitted, and these reports allow me to see if there are students I need to contact. I prefer to be proactive with students so that we can keep them off the probation/suspension lists and help them learn the tools (time management, study skills, writing skills) they need to succeed so that they can improve their performance in your classes.

Last week, Abbey Fragosa sent out a reminder e-mail to submit your midterm grade reports via the WebAdvisor system. It would be very helpful to me if you can indicate, when you have a spare moment, which students are not academically succeeding in your courses so far this semester. This is especially important for First Year students, as they are the overwhelming majority of students on probation each semester.

Since you may not have the time to compute their exact grades, or there may be outstanding assignments that you have not been able to grade yet, it may be helpful to know that even submitting a report with a U (for unsatisfactory progress) is beneficial to me and to your students.

Just as a final reminder, these midterm grade reports do not appear anywhere on their transcript, so there is no long-term consequence for the students in receiving them. Abbey did indicate in her e-mail that the midterm grade reports need to be submitted by Tuesday October 27th by 5:00 pm. If you do not submit your midterm grade reports by this deadline, then you will need to inform the students of their progress directly. I would also ask you to let me know of these students as well. I target those students receiving multiple midterm reports, so having the most comprehensive list is essential.

If you are the department chair, can you forward this message to any adjunct professors? It would be appreciated, as these are often the professors we don't hear from, and they can also provide vital information in this process.

If you have any questions on this process, please don't hesitate to contact Abbey at x7160 or myself at x6159. Thank you for your support in this endeavor.

Michelle Hardley
Director of Academic Advising and Disability Services