

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-16

FRESHMAN 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.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03

2 **Policy**

- 2.1 D & F midterm grades are processed for freshman students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (25 earned hours or less) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F Freshmen Mid-term grades online using MILO Web for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu of MILO Web.

3 **Procedures for Late Grades**

- 3.1 When faculty members fail to meet the deadline for submitting midterm freshmen 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 deans 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.