

In 2003 the University Senate approved a new midterm grading process (aka "The Early Warning System"). Under the revised bylaw, by the end of the sixth week of the semester, instructors shall submit midterm grades for students in 1000 and 2000-level courses who have earned a D, F, U, or N grade up to that point. (At the request of several departments, rosters will be available for 3000 and 4000-level courses, as well as those at the lower levels. The School of Nursing has requested that grades of C- or below be reported for Nursing students.)

Midterm Grade Rosters are now available on the PeopleSoft Student Administration System. **The initial Midterm warning notices will go out to students and advisors on February 27. Updates, for warnings entered after the initial run, will be sent on March 6 and March 20.**

We appreciate your taking the time to identify students experiencing difficulties early in the semester. Please consider using this process as an opportunity to inform struggling students of the many support services available.

Last Spring 3665 midterm warnings were submitted by instructors. Fifty-eight percent of students who received warnings were able to improve their performance in those classes. While many factors certainly played a role in those cases, we do believe that the warnings and the subsequent interventions by instructors, advisors, First Year Experience instructors, and others did make a positive difference.

The mid-term grades will NOT appear on any of the varieties of the transcript or advising report as they are not official grades. Students are able to view the mid-term grades PeopleSoft. Notification of mid-term grade warnings will be provided to the students, their advisors, and others as appropriate via email.

Here is the navigation for the Midterm grading process:

- Log in to the system at www.studentadmin.uconn.edu
- Select **Self Service** in the menu, then **Faculty Center**.
- From the Faculty Center, click the **Grade Roster** icon corresponding to the class for which you wish to enter mid-term grades.
- Enter the D, F, N, U grades, as appropriate. (You may certainly enter other grades as well. If you have a large class, remember to click on the Save button every 10 to 15 minutes.)
- When all your mid-term grades are entered for your affected students, click **Save**. Do NOT update the Approval Status field to Approved, as when entering Final Grades.

Note: The **Notify Selected Students** or **Notify All Students** buttons DO NOT send students a mid-term grade notification. You can optionally elect to send students an email using these buttons, if desired.

A demo of the process is available on the PeopleSoft Help web site: www.peoplesofthelp.uconn.edu.

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