May 8, 2015 – Attachment D

Motion to approve revisions to the Faculty Handbook regarding Mid-Term Warnings – Neal Yakelis, Admission and Retention of Students Committee. ACTION ITEM.

Whereas, the Admission and Retention of Students Committee has reviewed the current practices of mid-term warnings;

Whereas, improvements to those practices are planned in order to offer more flexibility and facilitate effective communication among faculty, students, and their academic advisors when early warning signs of academic difficulty emerge; and

Whereas, the current Faculty Handbook language must be modified in order to alter the current mid-term warning protocols,

Resolved, that Section III, Academic Policies, Procedures, and Services, Part VII, Section 3E, Mid-Term Warning, be revised as presented in Attachment D.

Changes to the Faculty Handbook are indicated using bold to signify additions or changes and strikethrough to indicate deletion.

E. Mid Term Warning

In the fall and spring semesters, warning letters alerting students of below standard performance are issued after the sixth week of the term. Faculty members are urged to give at least one examination or paper before that time in order to have some tangible basis for evaluation.

E. Progress Alert

Faculty members are strongly urged to identify students experiencing academic difficulty in the courses they instruct, especially in the first six weeks of a fall or spring semester. Poor performance on assignments, lack of participation, irregular attendance, or other criteria may contribute to academic progress concerns depending on the nature of a given course. The Registrar and Office of Academic Advising shall provide a mechanism by which faculty members can submit a progress alert in order to communicate promptly with students and their academic advisors and then initiate intervention strategies as applicable.