Northland Pioneer College
PROPOSAL FOR REPORTING OF MIDTERM STATUS REPORT
2009

I. Purpose:

Purpose of the midterm status report is to identify students earning less than “C” in any course leading up to the 45th class day or for students with poor class attendance.

A. Midterm status reports are only used for courses leading up to or active on the 45th class day.
B. All midterm status reports are due on the 45th class day FTSE roster.
C. Midterm status reports are to be submitted via MyNPC through the FTSE roster.
D. Satisfactory (S)/Unsatisfactory (U) Midterm Status Options required or withdrawal (W).
E. Midterm status reports are used for advising purposes and are not reported on the student’s official transcript.
F. Midterm statuses will be sent to the student as well as the advisor.
G. The Student Services/Advisement areas will devise programs for working with students whose midterm grade reports indicate academic difficulties.

II. Rationale:

A. Regular Feedback

1. It is very useful for faculty to give regular feedback on their progress.
2. The main purpose of such feedback is to indicate to the student areas in which he or she is failing to meet the standards of the course.
3. It is equally valid to inform students that they are making satisfactory progress in a course.
4. Feedback also allows both the instructor and student to ascertain that the instructor’s academic records are correct.
5. Midterm status reports are used to alert the student to academic difficulty. Faculty participation in this process allows the Student Services Division (Records/Registration, Advisement and Disability Offices) to reach out to students in difficulty.

B. Retention

Multiple studies have concluded evidence for the effectiveness of midterm alert system on retention. One such study concluded:

“Evidence for the positive impact of a midterm alert system on student retention is provided by local research conducted at the
University of Wisconsin-Oshkosh. The Office of Academic Development Services initiates intrusive intervention by contacting and meeting with each student to provide academic counseling, referral to a peer tutor program, and suggest other forms of assistance. Since the program was initiated, retention rates for at-risk student have risen steadily, reaching a level of more than 70 percent.”


C. Where can students receive assistance if they are doing poorly in class?

The academic advisor will encourage students to do the following:

1. Visit with the instructor.
2. Make arrangements for tutor service.
3. Study with other students in the class.
4. Check out other services available through Student Services (ex. Disability Services)

D. How do faculty submit students’ midterm status reports electronically?

Faculty can use the e-grading system of MyNPC to assign midterm grades for fall and spring during the FTSE reporting week of the semester. The Registrar’s Office will notify faculty when the system is available to submit grades.

(Attached are corrected affected areas for the online web submission of FTSE/Midterm Status with U/S)


Beginning Fall Semester 2009 faculty will need to report midterm statuses on their FTSE rosters for Fall and Spring semesters only. Midterm status reports are only required for classes required to report FTSE verification. For FTSE Verification, you will need to change the NR to an S or U if the student is still attending.

- A U grade stands for Unsatisfactory progress up until the 45th day to identify students earning less than a “C” or for students with poor class attendance. An S grade stands for students performing at a minimum of “C” or better.
- Instructors will indicate whether the student's progress at Midterm was satisfactory (S = A, B, or C) or unsatisfactory (U = D or F). It is assumed that each instructor will be readily able to assess whether or not a student's progress was satisfactory.
- A disclaimer, stating that "Midterm Progress Reports or lack thereof may not be used as an issue in a grade appeal," will be included on each student's report.
- No other grade during midterm grading will be accepted except for U, S or W.
- If the student has dropped or withdrawn from your class, you will need to enter a W and the last date they attended (LDA).
- If you don’t touch each student, the system will not let you submit your entries and your FTSE report will not be sent.
- If you do not enter a date on the students with W, it will not let you submit your entries.

When you choose Final on the Grade Entry, you will get the same screen as FTSE (difference is in the header to let you know that you selected Final or FTSE). The system will require a date for the W grade. Enter earned for an F grade if they have been in the class for the full semester or a date if they did not attend the entire semester.

After you have entered your grades, you need to make sure that you Submit Grades before leaving the course. Repeat this process for each class listed.

If you have an email address associated with your record in the college computer system, you will receive an email that will show all the entries you submitted, either in the FTSE or Final Grade.

NOTE: You have to enter all the information for FTSE to be complete. But you can enter final grades as the student completes the course. You can also change the student’s grade up until the end of the next semester.

If you require assistance with grade entry please contact: Records/Registration at (928)524-7660