

3357:13-14-17 Mid-Term Deficiency Advising

- (A) The Director of Student Records will distribute a mid-term roster to each faculty member no later than the beginning of the fifth week of classes.
- (B) As a helpful reminder, the Student Records Office will call the appropriate faculty secretary of those faculty members who have not turned in mid-term deficiency rosters by one day before the deadline.
- (C) Each faculty member is asked to place a check mark beside the name of each student whose mid-term grade average is below "C-". If no students in the class are deficient, the instructor should check the box indicating this. The roster must be signed and returned to the Student Records Office on or before the time and date specified.
- (D) The SRO will quickly notify the deans of faculty who have not turned in mid-term deficiency rosters by the deadline. (This will be done by 10:00 a.m. the next morning; the deans will have that day to follow up with negligent faculty.)
- (E) Mid-term deficiency letters will be run two days after the deadline.
- (F) Student Records will send a deficiency letter to the student requesting that he/she see the instructor of the particular course. If the instructor believes there is a need for further counseling, the student should be referred to the counselor for information about tutoring, remedial courses, study habits, etc.
- (G) A copy of the deficiency letter is placed in the student's file, but no notation is made on the permanent record.

Effective: July 28, 1994

Expires: July 1, 1999

Review Dates: 7/28/94