

****Adviser Toolbox****

Midterm Grades Packet

Compiled by the Academic Success Center
Iowa State University

The Mid-Semester Assessment packet was created by Academic Coaching staff in the Academic Success Center (ASC) at Iowa State University. If you have any questions with any of the information included, please contact Chelsey Knoespel with the Academic Success Center (294-6624).

What is a Midterm?

There are two different kinds of midterms:

- 1) **Professors** tend to refer to their mid-semester exams as '*midterms*'. They could be the first of two cumulative exams for the course (the other being the 'final' exam) worth significantly more points than other exams in the course. They could also be the same weight as the other exams in the course and simply be in the middle of the semester.
- 2) The **Registrar's Office** asks that a '*Midterm grade*' be reported for any student who is currently earning a C- or lower at mid-semester. This packet is focused on the assessment of midterm grades.*

Points to Remember:

The purpose of a '*Midterm grade*' is to identify how students are doing in their courses to identify where improvements are needed.

Midterms are released approximately two weeks before the semester drop deadline so that students are able to make an informed decision on whether or not to drop a course.

Professors are not required to submit Midterm grades. So, if you did not receive a midterm grade, it is still important to assess where your grade stands in each course. You can seek out your professor's help in determining your grade as well.

Midterm grades are not recorded on your permanent record or transcript. They are designed to help students assess their mid-semester standing and make changes, if needed.

You can find your midterm grade report in AccessPlus > Grades and Transcripts > Grade Report.

*If your students need assistance with exam preparation related to a midterm exam or regular chapter exam, please have them call the Academic Success Center to schedule an academic coaching appointment, 515-294-6624.

Midterm Communication with Students

The following email is sent by the Office of the Registrar to all undergraduate students who are enrolled for the semester (regardless of whether they received a midterm grade)

Official Notice on AccessPlus (F12 midterms)

Mid-terms (C-, D, F and M posted on AccessPlus)

NOTICE: The fact that you received this message does not mean that you have midterm grades reported. This message has been sent to all undergraduate students registered for Fall 2012.

Midterm grades of C-, D, F, and M (not attending class) have been posted on AccessPlus. Check your AccessPlus information for midterms by selecting "Transcripts and Grades" from the menu and then "View Grade Reports." The drop down box will show "Fall 2012 MIDTERM", for those students with a midterm report. Students who do not have a midterm report will see only "Fall 2012". No additional midterms will be posted for this Fall term.

Contact your adviser to discuss your academic progress if your display shows midterm grades. The following information may be of interest to you.

ACADEMIC HELP

<http://www.dso.iastate.edu/asc>

ACADEMIC PROBATION POLICY

The purpose of the policy is to identify students who are not making satisfactory academic progress at the earliest possible point and connect them with university resources to assist them in improving their academic situation. A student on probation will need to prepare a plan for academic improvement and meet with his/her academic adviser to discuss implementing the plan. More information is available at

<http://catalog.iastate.edu/academiclife/#academicprobationpolicy>

Below is a screen capture of midterm grade report (adviser view). (Ignore that student received an "A" grade.)

The screenshot shows the AccessPlus interface for an Adviser. The main content area is titled "Iowa State University Grade Report" for "Fall 2008 Midterm". It includes a navigation menu on the left and a search bar at the top. The report details the student's current information and a table of course work.

Course	Section	Credit	Grade
T C 376	1	3.00	A

Explanation of Midterm Grade Report
Midterm grades of C-, D or F denoting unsatisfactory progress have been reported to the Office of the Registrar for the current term. You may wish to contact your instructor if you have any questions concerning your midterm grade(s).
A mark of M indicates the instructor noted on the midterm class list that you are not attending that class. Contact the Registrar's Student Scheduling Office to resolve any schedule problems.
You may disregard midterm grades you received for any course that you officially dropped after 10/03/2008.

Email Templates for Communication with Students

Email Templates for Adviser Communication with Students who received midterm grade(s).

The following sample emails were provided by Deb DeWall in the College of Engineering. Thank you to Deb for sharing!

- 1). Email to a typical **first semester** engineering student with math and chemistry midterm:

Hi STUDENT,

Mid-term reports (showing classes you have a grade of "C-" or below in) are now out and I see that you have two midterms in Math and Chemistry.

If you are planning to drop either of these classes, remember the **drop deadline is Friday, March 29**. You will need to come in and meet with me to get a signed drop form before that date. The form needs to be turned in to the Registrar with my signature and your instructor's signature by 5:00pm on that day.

If you are planning to stay in these classes, remember that there are resources available to help you improve your current grade. You can sign up for a tutor at <http://new.dso.iastate.edu/asc/tutoring/getatutor> . The Supplemental Instruction schedule for Chemistry can be found at <http://apps.dso.iastate.edu/si/> and Chemistry also has a help room in 1761 Gilman. The help room for Math is 385 Carver and instructors are also doing help sessions. Using your instructor or TA office hours is also a good resource.

If you are below a "C" grade in more than one class by this time in the semester it is typically very difficult to have the time to bring both of them up. **I would highly encourage you to come in and talk with me about your options** to make sure you have a successful semester.

I look forward to hearing from you.

ADVISER NAME

- 2). Email for **first semester** student with 1 midterm:

Hi STUDENT,

Mid-term reports (showing classes you have a grade of "C-" or below in) are now out and I see that you have one class with a midterm.

If you are planning to drop this class, remember the **drop deadline is Friday, March 29**. You will need to come in and meet with me to get a signed drop form before that date. The form needs to be turned in to the Registrar with my signature and your instructor's signature by 5:00pm on that day.

If you are planning to stay in this class, remember that there are resources available to help you improve your current grade. You can locate many of these from the Academic Success Center's website at <http://www.dso.iastate.edu/asc/>. Using your instructor or TA's office hours is also a good resource.

I am here to help as well so feel free to stop into my office to visit about your situation and we can strategize options for improving your grade.

ADVISER NAME

3). Email for returning or first semester students with multiple midterms

Hi **STUDENT**,

Midterm reports have come out and it looks like you have received grades below a "C" in several of your classes. It is imperative that you take action now to avoid midterm grades becoming your final grades.

Please make an appointment to come in and meet with me to discuss options and resources before the drop deadline **Friday, March 29**.

ADVISER NAME

4). Email for Probation student with a midterm

Hi **STUDENT**,

Midterm reports have come out and I see you have several grades below a "C". I am very concerned about your situation as you are currently on probation status and in danger of being dismissed from the university.

It is imperative that you take action now to avoid midterm grades becoming your final grades.

Please make an appointment to come in and meet with me to discuss options and resources before the drop deadline **Friday, March 29**.

ADVISER NAME

5). Email for student with 2 midterms that encourages at least an email dialogue on intervention

Hi **STUDENT**,

Midterm reports have come out and I see you have two midterms including Physics and Mat E. The likelihood of bringing these up to a "C" is not typically good. There are support resources such as SI, tutoring, and help rooms which you can find at <http://www.dso.iastate.edu/asc/>. Of course using your instructor or TA office hours is also a good resource. Have you been utilizing any of these supports yet?

What are your thoughts on your ability to bring up these grades at this point? Typically I would recommend dropping at least one. The drop deadline is **Friday, March 29**.

Please let me know how you're feeling about the semester and the plan you have in mind for recovery in your classes. Also, feel free to come in and discuss options and strategies with me.

ADVISER NAME

6). Email for returning student with 1 midterm

Hi **STUDENT**,

Midterm reports have come out and I see you have a midterm in math. If you are planning to drop this class, the drop deadline is **Friday, March 29**.

If you are planning to stay in the course, remember that there are resources available to help you improve your current grade. You can sign up for a tutor at <http://new.dso.iastate.edu/asc/tutoring/getatutor> or find the SI schedule at <http://www.dso.iastate.edu/asc/supplemental>. The help room for Math is 385 Carver. Using your instructor or TA office hours is also a good resource.

Please feel free to come in and meet with me to discuss your situation and strategies for improving as well.

ADVISER NAME

Dropping Courses/Withdrawals

Help your student take action now to avoid the midterm grade turning into the final grade!

***Encourage students to talk with their professors** about where they stand in each course, how you might be able to improve, and whether dropping a course is the best option.

A **student midterm packet** with similar information and how to assess each course can be found online through the Academic Success Center at <http://new.dso.iastate.edu/asc/ai>

***If a student wants to drop a course...**

Before dropping a course, be sure students know if they have reached the drop limit (see [ISU Catalog](#) for details on drop limits). Dropping all classes is called 'withdrawal' and is outlined at the bottom of the page.

1. Check if student will maintain full-time status as it can affect scholarships and financial aid. Check these things before dropping below full-time status. A student may be able to add a second half course to stay full time, although course offerings can be very limited in the second half of the semester.
2. Check [AccessPlus](#) to determine the number of drops that remain. Freshmen are allowed five dropped courses (after the first week of the semester) and transfer students are allowed four drops.
3. Check to see how dropping this class might affect the degree program. Consult the 4-year degree plans.
4. If students have completed Steps 1-3 and find no problems, they should get an Add/Drop slip from you (as their academic adviser) and will require your signature as well. (Note: A student can make multiple schedule changes on one Add/Drop slip.)
5. Students then take the Add/Drop Slip to their instructor and have him or her sign it.
6. Then students must take the completed Add/Drop Slip to 10 Enrollment Services Center for processing. The drop will cost them one of their drops and a fee will be charged to their U-Bill (after the first week of classes).

***If a student wants to completely withdraw from the university...**

Before withdrawing from the university, a student should consider the implications regarding financial aid, living in campus housing, etc.

1. Students who are considering withdrawal from the university should immediately consult their academic adviser to discuss reasons for the withdrawal and alternatives.
2. The deadline to withdraw without extenuating circumstances is the same as the last date to drop (ex: Spring 2013 deadline is March 29).
3. "Request for Withdrawal" form is initiated and submitted by the College to the Office of the Registrar. The student is withdrawn from all courses based on the withdrawal date on the form. To withdraw from the university, students must do the following:
 - Complete a Request for Withdrawal form, with adviser's signature.
 - Request the approval and obtain the signature of the college in which they are enrolled. (If the request is approved, the withdrawal form will be forwarded to the Office of the Registrar where it will be recorded; the information is then sent to the appropriate offices.)

Note: If students complete the withdrawal procedure, the courses they are taking will not be included on the permanent record nor counted as part of their drop allowance. Half semester courses completed prior to withdrawal will be included on their permanent record. Incompletes will not be accepted for any courses taken during the term the student withdraws.

Additional information: <http://catalog.iastate.edu/regISTRATION/#cancellation/withdrawal>

Advising Special Student Populations

The impact of dropping below full-time status, withdrawing from the institution or receiving a GPA below a 2.0 is different for various student populations. If one of your students is a member of a group outlined below, please make the appropriate reference as needed.

Group Membership	Referral Office	Referral Information
International Student	International Students & Scholars Office	3248 Memorial Union 515-294-1120
Student-Athlete	Academic Services	2050 Hixson-Lied Student Success Center 515-294-0531
Multicultural Student	Multicultural Student Affairs to seek out support resources OR if receiving a GWC/MVP scholarship	2080 Student Services 515-294-6338
Hixson Scholar	Hixson Opportunity Awards if receiving a Hixson scholarship	1080 Hixson-Lied Student Success Center 515-294-6479
SAP Student (financial aid appeal)	Office of Student Financial Aid (Student is on 'plan' for Satisfactory Academic Progress/had to appeal for aid at beginning of the current semester.)	0210 Beardshear Hall 515-294-2223
Veteran Student	Veterans Center	Jathan Chicoine 3578 Memorial Union 515-294-9801

Help Seeking/Resource Referrals

Please direct students to the numerous campus resources that Iowa State University Offers to support their success. In combination with the offices listed above, some of the most commonly used resources with contact information are listed below.

GPA Calculator - Visit the online GPA calculator to help your student determine an anticipated GPA: <http://www.registrar.iastate.edu/gpa-calc/gpaCalculator.html>. You will need to enter 'calculated' letter grade and number of credits for each course.

Academic Success Center – Academic Coaching, Psych 131, Supplemental Instruction, & Tutoring
1060 Hixson-Lied Student Success Center 515-294-6624 success@iastate.edu

Dean of Students Office (Student Assistance Services) – Staff work with students and families to navigate the challenges of college life including understanding ISU policies, off-campus roommate mediation, financial concerns, etc. 1010 Student Services Bldg 515-294-1020 dso-sas@iastate.edu

Student Counseling Services – Provides personal and career counseling as well as biofeedback for students.

3rd Floor Student Services Bldg 515-294-5056 (no appointments scheduled in advance, walk-in only)

Student Disability Resources – Support for students with a disability or are concerned that a disability may be impacting academic success. 1076 Student Services Bldg 515-294-7220
disabilityresources@iastate.edu

Student Health Center – Full-service health care for students. Located at the Thielen Student Health Center in the west side of campus. 515-294-5801 Call for an appointment!

Writing and Media Help Center – Assists undergraduate students with writing, oral and electronic communication. All services are Free. 300 Carver Hall 515-294-5411 writectr@iastate.edu