

Undergraduate Early Alert Grade Policy

I. POLICY STATEMENT

In order to facilitate the adjustment of students to the rigors of Auburn University course work, faculty teaching core courses must record in Banner an early alert grade for all students enrolled in those classes one week prior to midterm. This process will permit students to seek tutoring or take other action before the midterm drop deadline.

II. POLICY PRINCIPLES

The policy intends to help students receive timely feedback on their academic performance in core courses to help them adjust to the rigors of university-level academic work.

III. EFFECTIVE DATE

The policy was approved by the Senate on January 15, 2013, and implemented Summer 2013.

IV. APPLICABILITY

All individuals teaching core courses must follow this policy.

V. POLICY MANAGEMENT

Responsible Office: Office of the Provost

Responsible Executive: University Provost and Vice President for Academic Affairs

Responsible Officer: Associate Provost

VI. DEFINITIONS

Midterm: refers to the course day that falls precisely in the middle of each semester.

VII. POLICY PROCEDURES

Faculty will submit grades through Banner. The individual charged with following up with students in academic difficulty will run reports of student grades and schedule appropriate interventions.

VIII. SANCTIONS

Lists of faculty who have not met the grade submission deadlines will be forwarded to each College, which will determine appropriate steps to take.

IX. EXCLUSIONS

None.

X. INTERPRETATION

The policy is interpreted by the Office of Provost.