

Frequently Asked Questions

What is UMM's Policy?

Under current advising policy, UMM faculty are encouraged to alert all students in their classes who are earning a C- or less at mid-term. (Approved by Campus Assembly May 18, 2003)

What is the University Senate Policy?

"Instructors in all 1xxx courses shall provide a mid-term alert for students who, on the basis of performance in the course through the sixth week of the semester, appear to be in danger of receiving a grade of D, F, or N. Such notification to students will not be a part of their transcript. The University shall be responsible for developing and administering the system for collecting the mid-term alerts and distributing them to the student and to the student's advisor. Colleges and campuses that have implemented mid-term alert systems that provide this information, or its equivalent, will be considered to have met the provisions of this policy."

***As this is a University Senate policy, it only applies to the Morris, Crookston and Twin Cities campuses. The Duluth campus faculty may choose to send mid-term alerts, and to use the mid-term alerts website, but are not required to do so.

When will the system be available for use?

The mid-term alert system will be available from 5:30 am on Wednesday of the 6th week of the semester through midnight on Friday of the 8th week of the semester. This time frame is consistent with the senate policy and will allow faculty who want to issue an earlier alert to do so.

The mid-term alert system will be unavailable from 4:00am-5:30am , Monday-Saturday and 4:00am-12:30pm , Sunday for system backup.

Why are we doing this?

Providing students with mid-term alerts was part of the recommendations from the Graduation and Retention Task Force Report from the Twin Cities Council of Undergraduate Deans. Research shows that timely feedback can enhance student learning. SCEP believes that if students are provided early warning that they are performing poorly in a class that they could have time to improve their class performance. SCEP had a special concern about students who are new to the University: "timely feedback to students, especially those new to university-level work, enhances student learning."

When do mid-term alerts need to be submitted?

University Senate Policy calls for mid-term alerts based on work completed through the sixth week of the semester so that students who are in academic difficulty (those who appear to be in danger of receiving a C-, D, F or N for the course) will have time to improve their performance.

Do I have to assign a specific grade?

No, a warning of "unsatisfactory progress" for a student in danger of receiving a grade of D, F or N meets the policy. Instructors may choose to provide additional information to students including any or all of the following: a specific grade for work to date, comments on attendance, or comments on any other aspects of course performance.

Is this only for 1xxx-level courses?

No. UMM faculty are encouraged to alert all students in their classes who are earning a C- or less at mid-term. The University Senate policy was directed at 1xxx-level courses because of a special concern about helping students who are new to the University make a smooth transition to university level work.

Do I have to submit the alerts all at once?

No, you may submit any number of alerts at one time. However, you can only enter a mid-term alert for a student once. You may not submit multiple alerts for the same student nor may you change an alert once it is finally submitted. The system will ask you to review alerts before final submission.

How will students be notified of the alert?

An E-mail message will be sent that evening to the student's U of M E-mail account. Additionally, a copy of the alert will be sent to the student's advisor listed in PeopleSoft.

Will the mid-term alerts system be operating for May session or summer term?

No.

What help is available for students whose work is unsatisfactory?

<http://www.morris.umn.edu/services/dsoaac/aac/AcademicAlert/guide.html>

What do students think of a midterm alert system?

Students at the University of Minnesota have supported the development of a midterm alert system.

How do I do this?

Submitting mid-term alerts is very simple. First you will connect to the mid-term alert system. The mid-term alert system is located at:

<https://onestop2.umn.edu/gradealerts/introHelp.html>. You will need your Internet ID (X.500 Username) and password to log. If you need assistance with your Internet ID and/or password contact your campus helpline at:

Morris: (320) 589-6391

Twin Cities: (612) 301-4357

After you have logged into the system, you will be prompted to choose the course for which you wish to submit mid-term alerts. Your choice of courses will be based on the courses for which you are listed in PeopleSoft as the instructor of record. Once you have chosen the appropriate course, you will be given a list of students officially registered for the course. At this point you can choose to send an alert to all students at one time, called a batch alert, or you can send an alert to students individually.

The batch alert process asks you to first identify those students who should receive an alert. You can then choose to send a message of "Unsatisfactory Progress" to all students or you can tailor separate messages for individual students.

Individual messages, whether in batch or individual process let you choose from a range of options that include the following

- Student progress (required): choices include Unsatisfactory, Satisfactory, or a specific letter grade
- Progress based on (optional): choices include percentile ranges of coursework completed
- Attendance frequency (optional)
- Date attendance stopped (optional)
- Comment (optional) space for an individual comment of your choosing
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Sample of Mid-Term alert notification sent to students

Hello Kelly Student,

Your instructor in "HIST 1601" is sending this message to inform you that your academic performance to date is unsatisfactory and that you are at risk of receiving a grade of D, F or N for this class. We understand that there are many factors that may be contributing to your performance in class, and every student's situation is different. For example, some instructors allow students to drop a grade before final grades are determined. Whatever the case may be, keep in mind that there is still plenty of time to improve your performance in this class.

Your instructor's assessment is based on the following factors:

- work due to date, your grade would be "D+"
- 10% of total course work for the semester
- attendance records indicate - "Intermittent attendance"
- records indicate that you stopped attending class on Dec19
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Additional comments from your instructor:

This is a free form field for the instructor to add additional comments.

Here are some suggestions to assist you in improving your performance:

- talk with your instructor or teaching assistant
- talk with your advisor

visit <http://www.morris.umn.edu/services/dsoaac/aac/AcademicAlert/guide.html>

which has information about help with writing, study skills and tutoring to assist you in your studies. Your advisor has been notified of your instructor's concern about your performance to date and is available to assist you in taking the necessary steps to insure your future success in this class.

Please do not reply to this message but send inquiries to your instructor or advisor.