



Section:	II.3.27	
Title:	Mid-Semester Evaluation Policy	
Effective Date:	Draft	
Approved By:	Draft	
Responsible Unit:	Academic Affairs	
Related Documents:	Undergraduate Advising Policies and Practices (11.3.17) Principles for Developing an Academic Calendar (II.2.7) Syllabus Policy (II.3.42)	
History:		
Version	Date	Notes
2.0	Draft	Revised by CAP
1.0	2011	New policy; initial release

I. INTRODUCTION

This policy establishes the guidelines for mid-semester progress reports. Accurate information about student progress in a course is essential to effective academic advising. Like The College of New Jersey's Policies and Practices on Undergraduate Advising, the Mid-Semester Evaluation Policy is designed to facilitate student development. Because "advising is a shared responsibility" at TCNJ, timely and accurate information about a student's academic standing in a course at mid-semester is necessary, particularly in cases where the student's academic success may be at risk. Faculty should avoid indiscriminately giving every student a report of "Satisfactory," "Caution" or "Unsatisfactory," since this practice undermines TCNJ's commitment to effective advising.

II. DEFINITIONS

Unless otherwise defined and publicly available (see III.2 and III.3, below), mid-semester progress reports will adhere to the following definitions:

Satisfactory (Green): Indicates that the student's academic performance in the course is currently adequate (i.e., at mid-semester, the student appears to be on track to earn a passing grade, has submitted any required assignments, regularly participates in class activities, and/or appears to demonstrate the ability and willingness to meet the learning goals of the course).

Caution (Yellow): Indicates that the student's academic performance in the course is currently at risk or only minimally adequate (i.e., at mid-semester, the student may not be on track to earn a passing grade because the student has not submitted required assignments, is not regularly participating in class activities, and/or is not currently demonstrating the ability or willingness to meet the learning goals of the course).

Unsatisfactory (Red): Indicates that the student's academic performance in the course is currently inadequate (i.e., at mid-semester, the student is not earning a passing grade in the course, has not submitted required assignments, does not participate in class activities,



and/or appears unable or unwilling to demonstrate the ability to meet the learning goals of the course).

III. POLICY

1. Mid-semester progress reports are required for all students in all courses.
2. Departments and programs should ensure that all new hires and part-time or adjunct faculty are aware of the guidelines and requirements stipulated in the Mid-Semester Evaluation Policy.
3. To ensure consistency in student evaluations across multi-section courses, departments and programs may choose to establish course-specific guidelines for mid-semester reports of “Satisfactory,” “Caution,” and “Unsatisfactory.” These definitions should appear on all instructors’ syllabi. Individual faculty not teaching a multi-section course with departmentally specified designations may tailor the general definitions indicated in Section II, but these individualized definitions of “Satisfactory,” “Caution,” and “Unsatisfactory” must be included on the course syllabus.
4. Records and Registration will ensure that the deadline for submission of mid-semester progress reports is coordinated with TCNJ’s official academic calendar, to give students time to discuss their academic standing with their instructor(s) and/or academic advisor(s). To ensure that students can make informed decisions about their academic performance in a course, the deadline for completed mid-semester reports shall occur at least 5 weekdays before the course withdrawal deadline and the last day to request or rescind an ungraded option.
5. Faculty are strongly encouraged to add student-specific comments for use by the student and their advisor (e.g., in the “Note” option in PAWS), particularly when a report of “Caution” or “Unsatisfactory” is submitted. This annotation provides an explanation for mid-semester progress reports. If all significant assignments in a course occur after the deadline for mid-semester progress reports, faculty should similarly annotate their mid-semester progress reports.