



**MEMORANDUM**  
*Undergraduate Academic Dean's Office*

**To:** Undergraduate faculty  
**From:** Nancy R. Heisey  
**Date:** 6 August 2012  
**Subject:** Early graded experience procedures (approved, UGC, 12 March 2012)

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The following procedures for the EMU early graded experience will be implemented beginning with this fall semester 2012. We will discuss the details and questions at lunch on August 16. Meantime please take note of this change in grading procedure as you prepare your syllabi.

1. Early grades will be issued for all first and second-year students in 100 and 200-level classes, as well as any other students who are on conditional or probationary status.
2. The early-grade function will be turned on, on Friday, Sept 21, at 8 a.m. (end of week 3) and due by Friday, Sept 28, at noon (end of week 4).
3. The grade is three-part: SP (satisfactory progress), WA (warning), or UN (Unsatisfactory).
4. This grade can include "impressionistic" observations. (Students are told it is a grade). As with mid-term grades this measure does NOT become part of their permanent record/transcript. The grade should be based on three questions:
  - a. how have they done on any graded exercise? (quiz, response paper, etc.)
  - b. are they coming to class (attendance records necessary).
  - c. are they participating in and preparing for class (note-taking, buying textbook, etc)?
5. Students who receive a WA or UN are contacted by their instructor in writing (with copy to their adviser and to [attendance@emu.edu](mailto:attendance@emu.edu)). A follow-up personal check-in is highly desirable. A phone exchange is a second option. Please send a note to the attendance e-mail address to inform its recipients if you have talked with the student by phone or some other method.
6. Faculty teaching classes with students who received the "early grade" are urged to continue careful monitoring of all students who receive WA or UN. Any additional problems should be reported to the Assistant Dean (student success) who will determine when to bring these cases to PULSE.

C: Amy Springer, Jason Good, David Detrow, Eric Coddling