

March 12, 2012

TO: Davis, Tara

FROM: Richard Yount, University Registrar
John Kearns, Vice President for Academic Affairs

RE: "Mid-Term Deficiency" (7th week of classes) Notification

CC: Steven Combs, Dean, College of Humanities and Social Sciences
Andrew Brittain, Dean, College of Natural and Computational Sciences
Dale Allison, Acting Dean, College of Nursing and Health Sciences
Deborah Crown, Dean, College of Business Administration

What: As part of our retention efforts, we are asking you to participate in HPU's "Mid-Term Deficiency" initiative, a standard program to improve the academic success of our students.

Overview: You are being asked to report students who are not making satisfactory progress. The staff from the Academic Advising Centers will immediately notify these students and encourage them to meet with an advisor. The advisor will design interventions which will serve to enhance student learning and academic success.

Evaluation: It is up to you to measure student progress by any assessment method you deem appropriate. This can include motivation, academic performance, attendance, and participation, as well as any academic work (graded or un-graded) completed for your course.

When: You are asked to provide the appropriate grade via HPU Pipeline **no later than Monday, March 19th, 11:30 PM (HST).**

HOW to Report Poor Progress:

- In Pipeline, use the Faculty Services main menu - Mid Term Grades.
- Issue a grade: (reminder-this is to indicate poor progress)
Undergraduate: **D+, D, F or NC**
Graduate: **F**
- No longer attending: (or has not attended at all)
Enter the Last Attend Date in that column. (The last known date they attended or the day before classes began for a No-Show – 22-Jan-2011).
- No students to report? email with your course & section to jbarrientos@hpu.edu, Dean of Academic Advising and Student Achievement

If you have further questions or concerns, please contact Joe Barrientos at [808-544-0267](tel:808-544-0267).

Thank you for your cooperation that is designed to improve the retention of our students.