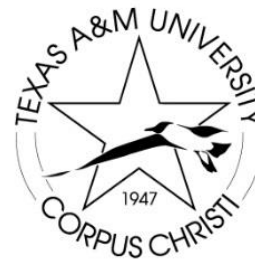


## 13.99.99.C0.04 Midterm Grades

Approved: November 26, 2018  
Next Scheduled Review: November 26, 2023



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### Procedure Summary

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Texas A&M University-Corpus Christi understands that students require timely feedback on their academic progress during the semester. As such, faculty members shall post midterm grades or progress reports for all undergraduate courses conducted in the fall and spring semesters. This procedure outlines the responsibilities of staff and faculty for posting midterm grades.

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### Procedure

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#### 1. Staff Responsibilities

- 1.1. In consultation with the University Registrar's Office, the Academic Calendar Committee will include due dates for posting midterm grades in the academic calendar for fall and spring semesters. Shortened semesters (e.g., summer) are not long enough to allow for the posting of accurate midterm grades. The midterm grade posting due date will be five (5) business days prior to the established course drop date.
- 1.2. Fifteen (15) business days before the course drop date, the Registrar's Office will remind all faculty members teaching in that semester of the impending due date for posting midterm grades.
- 1.3. The Registrar's Office will post midterm grades to SAIL no later than five (5) business days before the course drop date.
- 1.4. The Registrar's Office will send a report of the number and percentage of midterm grades submitted by college and department to all college deans before the end of that semester.

#### 2. Faculty Responsibilities

- 2.1. Faculty members will submit midterm grades to the University Registrar no later than ten (10) business days before the course drop date established by the Academic Calendar Committee for all fall and spring semester classes.
- 2.2. Faculty members will note the midterm grade posting date on all course syllabi.

- 2.3. Faculty members shall submit a midterm progress report of “satisfactory progress,” “unsatisfactory progress,” or “in progress” in place of a midterm grade for any course where an insufficient number of graded assignments exists to calculate an accurate letter grade.
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## **Related Statutes, Policies, or Requirements**

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University Procedure [13.02.99.C0.01, Student Complaints Regarding Employees](#)

University Procedure [13.02.99.C0.03, Student Grade Appeals](#)

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## **Contact Office**

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
(361) 825-2722