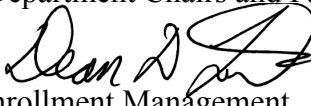


## MEMORANDUM

**TO:** Academic Deans, Department Chairs and Faculty

**FROM:** Dean D. Libutti   
Vice Provost for Enrollment Management

**DATE:** October 18, 2011

**SUBJECT:** **NOT TO BE MISSED** -- Academic Progress Reports for New Students

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Once again it is time to make an important step to support our freshman class during the first semester. Please do your part toward ensuring the success of these students and assisting with retention by completing the mid-semester Academic Progress Report. The reports are due in Enrollment Services via eCampus by **12:00 PM on October 25th**. Grade rosters are already available. I ask for your assistance because these reports serve as reassurance to students who are doing well or as a clear warning to students who have encountered academic problems. Students with grades other than “satisfactory” are contacted and encouraged to meet with an advisor or member of the University College staff. In this way, UC assists students experiencing problems before it is too late either through advising or the Academic Enhancement Center, among other options. It would also help if you strongly suggest to any struggling students that they should seek assistance from these support networks.

To access your grade rosters, please go to the Faculty Center page in eCampus. This is your default page when logging onto the eCampus system. The grade roster icon will appear next to any course with a freshman student enrolled. There have been a few changes to the mid-term grade roster system, including a new link within the roster requesting feedback on all Talent Development students. For a helpful guide with navigation instructions and diagrams, visit [www.uri.edu/ecampus/pdf/MIDTERM\\_Grade\\_Instructions.pdf](http://www.uri.edu/ecampus/pdf/MIDTERM_Grade_Instructions.pdf). Please note that a student who has earned less than 30 earned credits is considered a freshmen – therefore you may have some second-year students on your list due to the fact that they have not yet earned the 30 or more credits.

Our procedures provide that “measures of progress” be in the form of an S (Satisfactory), S- (Marginal), or U (Unsatisfactory). The enabling language can be found in section 8.54.20 of the *University Manual* [www.uri.edu/facsen/8.50-8.57.html](http://www.uri.edu/facsen/8.50-8.57.html). Because there is no standard definition or grade associated with these measures of progress, I recommend sharing your definitions with students so they understand your evaluation criteria.

Thank you in advance for your cooperation and support in providing this feedback to our students. We know our students appreciate it, even if the news is not initially pleasant.

**Early Alert at URI:** The main goal of the Early Alert program is to help students make a successful transition to URI through individual guidance and the collaboration of campus resources. Faculty members play a vital role in the transition process. As you notice students struggling academically, socially, or personally, please refer them to Early Alert for assistance. You can make an online referral at [www.uri.edu/uc/earlyalert/](http://www.uri.edu/uc/earlyalert/), or call 874-5527, 874-5169 and a staff member will outreach to this student.

c: D. DeHayes