



Academic Affairs
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DATE: February 7, 2020

TO: FAU Faculty

FROM: Bret Danilowicz, Ph.D.
Provost and Vice President for Academic Affairs

A handwritten signature in black ink that reads 'Bret Danilowicz'.

RE: Expectations for Submitting Mid-Semester Grades

Faculty members are expected to submit mid-semester grades *via* Canvas for all students in 1000-level through 3000-level courses. For Spring 2020, the deadline for submission is **Friday, March 6 at 5 p.m.**

Mid-semester grading is a critical component of undergraduate student success and good teaching practice. National and institutional studies indicate the following about this type of early feedback:

- Frequent assessments are valuable tools for you to gauge student preparedness
- Students can have multiple opportunities to learn from your feedback throughout the semester
- You can provide a structure for students to develop strategies to self-regulate their studies
- Advisors will intervene with support if mid-semester grades show students are at-risk of failure

If your syllabus did not include any graded assignments prior to this point in the term, you should plan to do so for every undergraduate course you teach.

You must submit mid-semester grades using the Grade Submission tool in Canvas, even if your course does not include any online components. The Instructional Technologies team in OIT has developed several faculty resources that are available at the following link should you need assistance:

<http://www.fau.edu/canvas/getting-started.php#Instructors>.

If, for some reason, you are unable to meet this deadline, please discuss the circumstances with your chair or director. Thank you for your continued dedication to our teaching mission.

CC: Provost's Advisory Council
Council of Deans
Department Chairs
School Directors