I. PURPOSE & INTENT

The University of South Florida System (USF System) is committed to student success and providing the necessary information to enable students to manage their academic progress. This Policy is one of many university initiatives directed at assisting students in effectively meeting their academic goals.

II. STATEMENT OF POLICY

It is the student’s sole responsibility to be aware of their academic standing and grade status in all courses. In an attempt to assist the student in evaluating his academic status mid-term, the University requires Instructors to submit midterm grades electronically for each student enrolled in 1000, 2000, 3000 and 4000 level courses. Instructors are not required to report mid-term grades for alternate calendar courses, study abroad, directed studies, internships, practicum, field experiences, directed research, undergraduate research, independent studies, and other courses that do not follow the normal course schedule for the academic term; however it is expected that instructors will provide feedback to students regarding progress at an appropriate midpoint for the course, although they are encouraged to do so if appropriate. This is a courtesy to the student and failure of an instructor to post the mid term grades will not be grounds for a student academic grievance nor will it be justification for a retroactive drop as the student is presumed to be aware of current academic status.

III. PROCESS STEPS

A. Reporting Midterm Grades: Instructors will submit Midterm Grades within two days after Week 7, or for summer courses within two days of the midpoint of the time period that the course is conducted.

B. Evaluating Academic Status: The Midterm Grade information is intended to be an early warning system. The midterm grades will be available to students in OASIS as a progress report for students in 1000, 2000, 3000 and 4000 level courses with information to enable a
student to initiate a review with their advisor to determine if the student is making sufficient progress toward meeting the course requirements. This early warning system provides midterm grade information at a time that the student may take appropriate steps to seek permission to withdraw from the course.

**C. Academic Grade and Fee Liability:** If the student elects to move forward with an academic withdrawal after midterm grade posting, the student may withdraw online by the posted deadline with the understanding that the academic withdrawal at this time is after the drop/add period and therefore the student would be fee liable after the time for the course. Although the academic withdrawal enables the student to receive a “W” for the course and permit the “W” grade to reflect on the student’s permanent academic record, the academic action does not support any financial refund or adjustment and the student remain responsible for all applicable registration fees for the course(s).

**D. Withdrawal and Attendance:** Students who withdraw from a course under this Policy or for any reason may not continue attending class.

**E. Withdrawal deadlines:** Withdrawal deadlines for each semester and summer sessions are listed on the Office of the Registrar’s webpages under Important Dates & Deadlines.

The Midterm Grades Reports are submitted within two days after Week 7 or, for summer courses and alternate calendar courses, soon after within two days of the midpoint of the time period that the course is conducted. The purpose of submitting the Midterm Grades Report is to provide students in 1000, 2000, 3000 and 43000 level courses with information on whether they are making sufficient progress toward meeting the course requirements. This information is available to students in OASIS as a progress report for all students in Lower Level and early Upper Level courses. This Early Warning System provides midterm grade information that assists students and their advisors in determining if academic progress is sufficient in the course at a time where the student may be permitted to drop withdraw from the course (although beyond the drop/add period resulting in fee liability) and receive a “W” for the course. This is an academic action only and does not support any financial refund or adjustment and students will remain responsible for all applicable registration fees for the course(s). The academic action will permit a “W” grade to reflect on the student’s permanent academic record. Students who withdraw drop may not continue attending class. Withdraw Drop deadlines for each semester and summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes on the Office of the Registrar’s webpages under Important Dates & Deadlines.

**Current Responsible Office:** Academic Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

*History: New 5-24-13, Amended: 9-22-15 (technical) 11-16-18 (technical)*