



September 18, 2023

Dear SMU Faculty,

We hope you're having a great start to the semester. As a reminder, all faculty teaching undergraduate students are expected to provide academic feedback throughout the semester using CANVAS gradebook and Early and Mid-Term Progress Reports distributed by the University Registrar. In addition, faculty with student-athletes are sent an additional request through email to provide written feedback.

Early and mid-term reports are an excellent opportunity to remind students about course expectations and to positively acknowledge what has already been accomplished. It is also very important that faculty report a deficiency. For those faculty who do not have a graded assignment prior to reporting EPR grades, you can still provide valuable feedback based on class participation and attendance. You can make this distinction by selecting FA "Failing due to Attendance" or FT "Failing Test". Instructors with graded assignments might instead choose to enter deficient letter grades C-, D+, D-, F or indicate that the student does not currently have a deficient grade (ND).

Faculty Teaching Undergraduate Students

Next week, you will receive an email from the Registrar's Office announcing that Early Progress Reports (EPR) are available and will be due on **Tuesday, September 26** at midnight. Mid-term Progress Reports (MPR) will be open Friday, October 13 and are due on **Monday, October 23** at midnight. Faculty will log into My.SMU to complete this process.

Faculty with Student Athletes

Faculty with student-athletes enrolled in their courses have already received an email from the Academic Development of Student Athletes (ADSA) requesting feedback about performance and participation to date. While the student-athlete feedback form may seem redundant to early and mid-term progress reports, we have determined the timing and content of the faculty feedback is important to a successful semester for the students with these additional university commitments. In addition, this mechanism provides you with an opportunity to communicate concerns specific to the student-athlete experience in your course (e.g. missed coursework due to travel). Finally, we have received several inquiries asking why this process disseminates as a request via an email from adsa@smu.edu. We use this email process because ADSA works with an approved third-party software called Teamworks to collect written feedback since My.SMU is not currently able to provide specialized functions that meet student-athlete advising needs.

Supporting Student Success

We are often asked about how this information is used for each student. First, students receive notification when the reports are ready. Students are encouraged to review their reports and to reach out to faculty and advisors when they are notified about deficient grades. Second, academic advisors and academic support personnel also review the reports and reach out to students who have multiple deficiencies. Department chairs are also provided with the data for the courses in the relevant degree programs.

Our hope is to reach students struggling early in the semester and offer resources to turn around their academic performance and experience. Please see the attached Student Progress Report Flowchart for a visual reminder of the process.

Thank you, in advance, for your assistance.



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STUDENT PROGRESS REPORT FLOWCHART

SMU in Four is SMU’s comprehensive approach to improving retention and four-year graduation rates. SMU in Four advances student academic success through its most essential form: progress toward degree. Students encounter academic, personal, and professional challenges that may hinder their progress. Progress reports submitted by faculty trigger university intervention and outreach to support student success.

WHAT IS A DEFICIENCY?

A deficiency is an indicator of being academically at risk, such as lack of attendance or participation, low grades, or underpreparedness.



WHY SUBMIT PROGRESS REPORTS?

Students who are notified about a deficiency have time to pivot and improve academic performance.



SHOULD I STILL SUBMIT A CCC?

If you have non-academic concerns, yes. Progress reports flag academic issues. CCC reports flag other issues that may overlap with academic issues.

OUTREACH FLOWCHART

Faculty submits progress reports.



Students with reported deficiencies are contacted to by SMU staff.



Students are connected with on-campus resources and/or encouraged to meet with their faculty member.