

OBERLIN

Oberlin College
Office of the Dean of Studies
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TO: Academic Advisors for students in the College of Arts and Sciences
FROM: Kathryn Stuart, Dean of Studies
RE: Midterm Grades

Enclosed are the midterm grades for your advisees. The grades are:

- S Satisfactory** (working at a level appropriate to the current stage of the course)
- R Risk of failure** (borderline performance)
- U Unsatisfactory** performance (likelihood of failure unless there is a significant improvement: not working at appropriate level, skipping classes or not submitting work on time)
- N Not in attendance** (student has never joined the course in person or has informally withdrawn).

Students are currently able to view their midterm grades on PRESTO. A report in PRESTO is now available to advisors as well that lists a student's courses by semester chronologically, with both midterm and final grades. To access these reports:

- log on to PRESTO
- click on the Faculty and Advisors link
- select the Faculty Advisor Student Menu
- then Registration History
- then select current term
- then enter a student's T# and click submit twice (one time each on two consecutive screens).

We ask you, as advisors, to contact advisees with R, U, or N grades unless you know that the situation has already been addressed. Some topics for you to cover (as appropriate) are:

- Make sure the student is aware of his/her problems in the course(s), discuss possible solutions, and encourage the student to talk with the appropriate faculty member(s).
- Tutors are available through Student Academic Services for many courses. You can refer a student for tutoring by contacting Lynda Lee, Peters 118, by phone (x58466) or e-mail (giving your endorsement for a student to request tutoring in your course). The student must then contact Ms. Lee to arrange assistance.
- If you believe the student needs additional help, please refer him or her to the student's class dean (see list below) or to my office (x58540). If you are unsure about a class dean for a particular student, my office can help you. I'm also happy to hear from you by phone or e-mail.
- If appropriate, please refer the student to the Office of the Dean of Studies for advising on emergency or educational incompletes and academic standing.

Class deans:

Shozo.Kawaguchi@oberlin.edu, x58462 (for students who entered in 2009-10)
Monique.Burgdorf@oberlin.edu, x58464 (for students who entered in 2009-10)
Adrian.Bautista@oberlin.edu, x58462 (for students who entered in 2008-09)
Brenda.Grier-Miller@oberlin.edu, x58464 (for students who entered in 2007-08)
Chris.Donaldson@oberlin.edu, x58464 (for students who entered in 2006-07)
Lori.Flood@oberlin.edu, x58462 (for students who entered in 2005 and before)

Withdrawing from a class. November 3 is the deadline for students to withdraw from full-semester courses. A student's advisor must sign the withdrawal form. Here are a few points a student may sometimes forget:

- Withdrawing from a class will result in a W on the transcript (no indication of passing or failing)
- The number of registered hours is not reduced by withdrawing from a course; therefore, students must remain within the maximum hours allowed (16 for bachelor of arts and 17 for bachelor of music and double-degree programs) if there is consideration of withdrawing from one course and adding another during the semester.
- A student's academic standing may be affected if he/she withdraws from a course and thus earns fewer than 12 credits at the end of the semester.

Incompletes. Finally, students may soon begin to ask questions about incompletes in courses. Here is some information to share:

Requesting an incomplete grade for courses in the Arts and Sciences.* A student must begin the process of requesting an incomplete grade in the Office of the Dean of Studies. Forms for requesting incompletes will be available from the Office of the Dean of Studies beginning November 30.

Educational incompletes. Up to two incompletes in a student's Oberlin career may be authorized by the course instructor for educational reasons. An educational incomplete must be signed by the course instructor and returned to the Office of the Dean of Studies no later than the date of the final exam in the course for which an educational incomplete is requested.

Emergency incompletes. A student may request an emergency incomplete from the Dean of Studies for medical, psychological, or life crisis reasons; documentation is required for an emergency incomplete. The deadline for such requests is the date of the final exam in the course for which the incomplete request is made. While the Office of the Dean of Studies ultimately grants or denies approval for emergency incompletes, deans in my office consult with faculty about these requests.

Advising students about incompletes. Students often want to discuss the pros and cons of an incomplete with the course instructor before making the request to the Dean of Studies. While this is a sensible plan of action, please know that difficulties can occur if you agree to an educational incomplete without knowing whether the student is eligible (e.g., the student has already used the two educational incompletes allowable, or the deadline for requesting the incomplete has passed.) Finally, please encourage the student to make official requests for incompletes. Informal agreements between professor and student are frequently difficult for both the professor and our office to manage and track.

*Incompletes in courses are associated with the division of the course, Arts and Sciences or Conservatory, not the division of the student. The office of Conservatory Associate Deans considers student requests for emergency incompletes in Conservatory courses. Educational incompletes are not available to students in Conservatory courses.

Enclosure: Advisees' midterm grade sheets

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