

Midterm Policy



Effective Date: December 19, 2022

Approved by: Dr. Theresa Billiot, VP of Academic and Student Affairs

Policy Owner: Registrar

Last Reviewed:

Last Revised:

Revision Approved by:

To help monitor student performance, instructors report midterm grades for all undergraduate students to the Registrar. Mid-term grades are supplied to the student, the student's academic advisor, the Hispanic Student Center, and the Academic Resource Center.

It is the responsibility of the department chair or college dean to assure that each faculty member in his or her area of responsibility submits midterm grades by the due date.

Faculty members can enter midterm grades (A, B, C, D, F, S, or U) for undergraduate students on class rosters in which he/she is the instructor of record. The midterm grade is not binding and is not a permanent part of a student's academic transcript.

The Registrar shall establish the exact date when mid-term grades are due. Instructors should plan their teaching schedules accordingly, so that midterm grades can be reported by the due date.

Exact dates in which the midterm grades may be entered can be found on the Academic Calendar under Dates to Remember.

Midterm Grade Entry Instructions

- Sign in to **my.opsu.edu**
- Click **Faculty** under myOPSU header
- Under the Faculty Links, click **Faculty Grade Entry**
- Select **Midterm Grades**
- In the Midterm Grade column, click on the drop-down arrow beside the student's name. Select and click on the appropriate midterm grade (A, B, C, D, F, S or U). A Last Attend Date must be filled out if an "F" or "U" is issued.
- Click **Save**.

If you have problems submitting midterm grades, please contact the Registrar at 580-349-1376.