



CAMPUS MANAGEMENT TEAM RECOMMENDATION

Process: Grade Mailing

Description of Recommendation:

Effective fall 2002, we will discontinue the practice of mailing final grades to students. Only freshmen will continue to receive mid-term grades by mail. Those mid-term grades will be mailed to the student's home address.

Students will have access to their grades via the web. Also, the student's current academic standing will be displayed. A disclaimer will be shown to indicate that this standing is based on current information and is subject to change.

Letters of academic probation, academic suspension, and academic dismissal will be posted on the web (perhaps, in pdf files). Students who are placed on academic suspension or academic dismissal are prompted to read an appropriate letter that will provide specific information about their options.

Underlying Opportunities:

Each term, many students claim that they never received their grades or important letters informing them of important deadlines concerning their academic standing. Making this information available over the web will place the burden of responsibility on the student.

Pros Supporting the Recommendation:

- *The University will save thousands of dollars on postage and cost of the mailers.
- *The University will no longer need to maintain a grade mailing address.

Cons Against the Recommendation:

There may be some complaints from students and/or their parents who would still desire to receive grades by mail. However, students can always print the information from the web for their records. It is important that students are properly informed and this information is posted on the web link designed especially for parents.

Issues, Concerns, or Currently Unresolved Aspects of the Recommendation:

We must decide when and how to notify currently enrolled students that we have discontinued the practice of mailing grades.

Date Submitted: July 2002

Submitted by:

Charlotte Fant