

Progress Report Grades

Key Highlights

- **Early Progress Report (4th Week)** grades are collected for students with 30 or fewer semester credit hours and athletes in the fourth week of the term. Students in these populations are not limited to freshmen, it is not uncommon that sophomores and upper classmen are included on the rosters.
- **Midterm Progress Reports** grades are collected for our highest-risk students during the eighth week of the term. This population includes freshmen, first-term transfer students, undeclared students, student athletes (including Moving' Mavs and Spirit Group participants), and students who are academically at risk this term (UTA GPA < 2.25). Because of the wide range of students included in these target populations, it is not uncommon that upper classmen are included on the rosters.
- For exact date and deadlines, see the [Progress Report Dates and Deadlines Calendar](#).

Identifying Students Needing Progress Report Grades

As there is not a Canvas indicator for which students meet the criteria for Progress Report grades, please use your MyMav Class Roster(s) to identify students.

In the Class Roster(s), the students for whom progress report grades are required have a *check indicator* listed in the *4th Week Indicator Column* **and/or** the *Midterm Indicator Column*, within the class roster(s) in your faculty center at the time of the email notification.

- [Examples of the MyMav Class Roster Indicator](#)

Instructions

- [Instructions for Entering Progress Report Grades into Canvas](#)
- [Instructions for Entering Progress Report Grades into MyMav](#)
- [Instructions for Syncing Grades from Canvas](#)

FAQ for Progress Report Grades

What If I Don't Have Grades to Enter?

If you do not have any grade data available for the students' subject to the progress report grades, you may enter a grade of Incomplete ("I") for the student(s). For the purposes of progress reports, an "I" indicates no grade data available.

When Do I Enter Progress Report Grades?

The Office of the Registrar emails a notification to teaching faculty when the grade rosters are opened. This notice is only sent to those instructors having students needing progress report

grades. Students can view their progress report grades as soon as you have entered them. We encourage you to enter progress report grades as soon as you have grade data available.

Why Are Only Some of the Students in My Course Are Needing Progress Report Grades?

Not all of the students enrolled in a course may meet the criteria for Progress Report grades. As a reminder, graduate courses/ students are not eligible for Progress Report grades. You can check for the *Progress Report Indicator* in the MyMav Class Roster. There will be a column(s) indicating which Progress Report grade a student may need reporting (if an Indicator column is not present, then students are not needing Progress Report grades reported). Additionally, there is not a Canvas indicator identifying which students are selected for progress report grades.

Students Who Have Dropped or Withdrawn on My Grade Roster?

Progress report rosters are different than final grade rosters. They are more a snapshot and reflect enrollment at the time the rosters were opened. However, it does sometimes show outdated information. *For example: a student who has dropped the course shows up on your grade roster as needing a grade. The recommended handling of this example: enter an Incomplete ("I") for the student.* For the purposes of progress reports, "I" indicates no grade data available. This will also prevent you from having blank grades on your grade rosters.

The Deadline Has Passed, but I Have Grades Now. Can I Still Enter Them?

If you have missed the *Early Progress Reports* deadline and the midterm rosters have opened, faculty are no longer able to enter Early Progress Reports grades. However, freshmen and the remaining students will be on your midterm rosters.

If you have missed the *Midterm Progress Reports* deadline, faculty are able to enter Midterm Progress Reports grades until the final grade rosters are opened. It is the institution's hope faculty will enter updated grade data as frequently as possible throughout the term. This is especially true for faculty who publish incompletes ("I" - no grade data available) for their midterm grades.

If you do update your progress report grades, please be sure to let your students know to check their progress report grades. An easy means to do this is the [email functionality](#) in your grade roster.

What Do You Do with the Progress Report Grades Entered?

We recognize entering progress reports takes a considerable amount of time. We want to take this opportunity to let you know it's time well spent! To that end:

We send reports to advisors and administrators after each of the two-progress report grade collection periods, with individual grade data. At the same time, we send multiple notices to students meeting the Progress Report criteria. Those notices include, emailing students to look at their grades in their student centers and targeted email messages to any Progress Report student who has at least one D or F advising them of the fact and directing them to see their advisor or instructor.