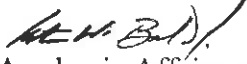


September 1, 2009

MEMORANDUM

TO: Deans, A-Deans, Chairs/Directors and Faculty

FROM: Kenneth W. Borland, Jr. 
Senior Vice President for Academic Affairs and Provost

RE: Progress Reporting AY 2009-2010

Research has shown that an effective early alert system is essential to address student retention. Bowling Green State University has provided mid-term grade reports to first-year and targeted student populations for several years. The move to a new student records system (PeopleSoft) created an opportunity to review and improve how we provide early academic feedback to all students. The new system provides tools you can use to report early alert indicators (attendance and performance) and mid-term grades for all students. Given the importance of feedback to retention, this is a high-impact practice that benefits student learning and success at BGSU.

I fully support this key retention initiative and strongly encourage you to utilize the new progress reporting tools beginning with Early Alert on September 8th and continuing with Mid-Term Grades on September 28. Thank you for your help and participation with this important outreach to our students.

For further information, please visit <http://www.bgsu.edu/offices/cio/progressreporting.html>.