Dear Howard University Students:

Your Fall semester 2011 Midterm grades are now available via Bison Web. This assessment has a two fold purpose:

- To help instructors evaluate your progress through the midterm period; and,
- To help you evaluate your academic performance early enough to make the necessary adjustment to improve your grades.

An “S” (satisfactory) indicates that you are currently performing at a level “C” or higher in your course and a “U” (unsatisfactory) indicates that you are performing at a level less than “C”. A “UW” indicates that you stopped attending and participating in the course and a “NR” indicates that you never attended the course and did not officially withdraw.

Please review your grades carefully and take the action that is appropriate.

- **If you notice any errors** in your course schedule, report immediately to the Office of the Registrar Academic Recording service window in the Administration Building.

- **If a grade is missing** from your midterm status report, contact your instructor. A missing grade indicates that the grade was not submitted.

- **If your work is satisfactory**, continue to work diligently to earn the highest grade possible. Remember that, in many instances, the mid-term evaluation does not account for the majority of the final course grade.

- **If your work is unsatisfactory**, meet with your course instructor and academic advisor as soon as possible so that you can obtain appropriate assistance.

- **If you find it necessary to withdraw from a course**, submit a signed change of program form to the office of your dean or advising center no later than Thursday, November 10.

We hope that this information will help you reach your goal of seeking academic excellence and graduating from Howard University. Please also utilize the University’s website at [www.howard.edu](http://www.howard.edu) to confirm your academic status and obtain additional information about registration, enrollment, and grades. Best wishes for a successful semester.

Sincerely,

Carol McKinnon  
University Registrar