



School of Media & Communication

DATE: June 11, 2025

TO: Dr. Robert Hale
Associate Provost

FROM: Mac McKerral
Faculty Senate Chair

RE: Faculty handbook
II.O. substantive change
Grade Reporting

Rob:

This confirms the approval during its May 15, 2025, meeting of the Faculty Senate Recommendation for substantive changes regarding section II.O. in the Faculty Handbook.

A handwritten signature in black ink, appearing to read "RZacher".

Approved - Robert Zacher

Proposal to Amend WKU Faculty Handbook

Section(s) to be amended: II.O.
Corresponding page number(s): 15
Contact Name: Julie Shadoan Date Submitted: 4/25/25
Contact Email address: julie.shadoan@wku.edu Contact Phone number: 745-2539

1. Type of Change:

☐ Editorial (non-substantive)

☒ Substantive

Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes. Substantive change is defined as addition, deletion, or revision of policy or procedure.

☐ Addition: Where possible, identify the section of the handbook to which addition is proposed:

☐ Deletion: Identify the section of the handbook from which deletion is proposed:

☒ Revision: Identify the section of the handbook to which revision is proposed:

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook.

Current:

II.O. Grade Reporting:

...

Faculty teaching freshmen will also be required to complete a Fifth Week Freshmen Assessment to report freshman performance and attendance status. It is therefore recommended that some graded evaluation for freshmen be accomplished by the end of the first five (5) weeks of the fall and spring semesters to assist faculty with this assessment.

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Proposed Revision:

5th Week Check-In is an early alert system for all students enrolled in 100-level, 200-level, and writing in the discipline courses at WKU. During the 5th Week of the semester, faculty teaching these courses enter grades (either Passing or D/F) and attendance. Students can view their official reports on TopNet. Students are encouraged to check in after their report is ready with their advisors, instructors, and residence life staff regarding academics, finances, and any other concerns. Faculty and staff can track their follow-up conversations regarding 5th Week in TopNet.

