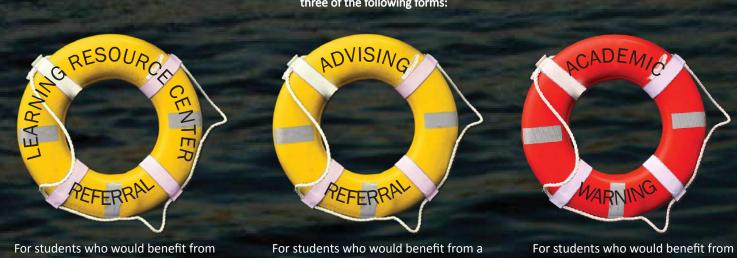


ACADEMIC REFERRALS AND WARNINGS www.the-bac.edu/araw

Academic Referrals and Warnings are written notification to the College and to a student that s/he is underperforming in a course and/or is in need of support to improve a learning experience. Submitted electronically (URL above), a referral/warning may take one, two, or all three of the following forms:



extra help in a course, assignment, or skill.

Often related to written, verbal, or graphic communication skills.

Triggers a request that the student schedule tutoring with the LRC.

check-in with their academic advisor.

Often related to early attendance issues, time management, and/or low quantity/quality of work produced.

Triggers a request that the student schedule an advising appointment. a check-in with their academic advisor because they are in jeopardy of failing the course.

Often upon second absence in a half semester course or third absence in a full semester course.

Triggers a request that the student schedule an advising appointment.



(Please note:)

Referrals/warnings can be submitted at any point during the semester, not just at mid-semester. A student can receive more than one referral/warning within a given course or semester.

Students who receive referrals/warnings prior to drop/ • withdrawal deadlines can use the information to decide if schedule modification is necessary. For drop/withdrawal deadlines, please refer to the BAC Academic Calendar.

Please be specific about the way(s) the student is underperforming, e.g. the number of absences/times late, incomplete assignments, etc. as well as the way(s) the student can improve his/her learning experience.

Students see exactly what is written in the referral/warning. Language should be clear, accurate, and supportive.

Students should not be told in person or in writing that they "must drop" or "must withdraw from a course." Similarly, students should not be told they can no longer attend class. Rather, students who cannot pass a course should be told just that, and that they should meet with their academic advisor to discuss the situation as well as enrollment options.

Additional information, including the BAC's attendance policy, can be found in the BAC Faculty Handbook. Questions? Please email advising@the-bac.edu. Thank you for supporting BAC students!