

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:



For students who would benefit from 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.



For students who would benefit from a 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.



For students who would benefit from 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!