ACADEMIC REFERRAL SYSTEM
A Guide to Using Baylor’s Online Academic Referral System

This document explains when and how to use the online Academic Referral system. If you have concerns about a student, we ask that you first attempt to contact the student yourself through email or other communication methods. In our experience, direct contact by a faculty member is the most effective way to get a student’s attention.

Referrals to the Paul L. Foster Success Center are appropriate when a student displays one or more of the following behaviors:

- Failure to attend class or excessive absences
- Missing or failing an exam
- Failure to submit assigned homework or projects
- Unwillingness to respond to faculty correspondence
- Need for counseling or advice

If you are concerned about possible threats or harm to self or others, the protocol is listed online on the Student Policies & Procedures website.

In order to submit a referral, read through the following instructions with screenshots.

Click on “Academic Warnings & Referrals” link on the Faculty & Staff webpage.
You will be redirected to the following website in order to submit an academic referral. Once on the following webpage, click on the **MAKE A REFERRAL** link to login to the system and enter the details of your concerns.

Next login using your **BearID** (example, Bobby_Baylor) and password.

Use the dropdown menus to select the course and student. Next, click **Continue**.
Next, click on the appropriate checkboxes and type notes if you would like to convey more information about the student’s situation and your concerns. After entering all information, click on **Forward Referral**.

Other resources you may find helpful in working with students include:

- [Counseling Center](#)
- [The Writing Center](#)
- [Office of Access and Learning Accommodations](#)