

# ACADEMIC REFERRAL SYSTEM

## A Guide to Using Baylor's Online Academic Referral System

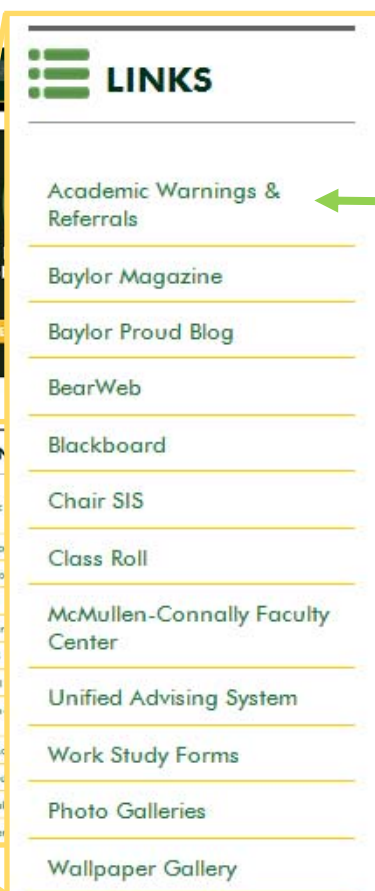
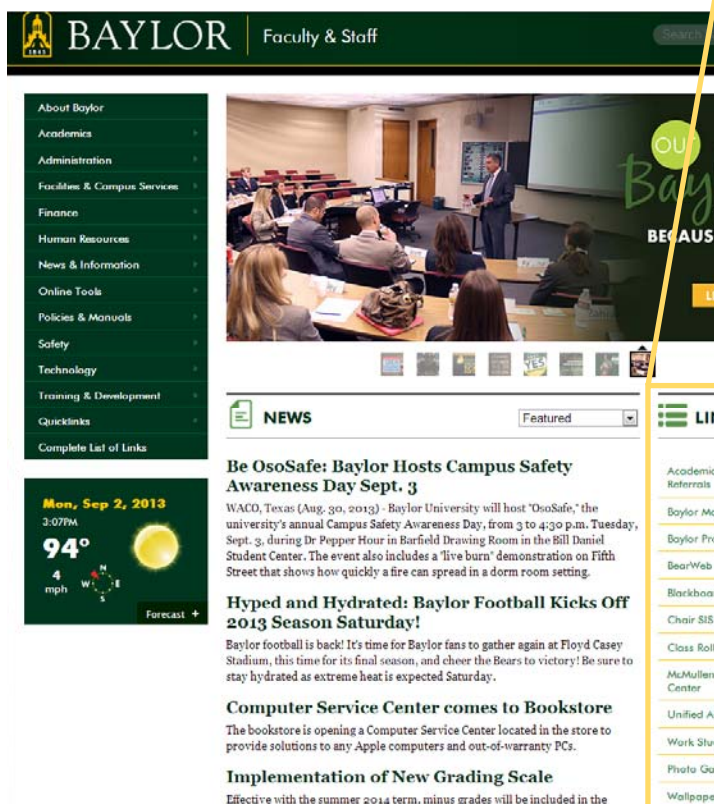
This document explains when and how to use the online Academic Referral system. If you have concerns about a student, we ask that you first attempt to contact the student yourself through email or other communication methods. In our experience, direct contact by a faculty member is the most effective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



LINKS
Academic Warnings & Referrals
Baylor Magazine
Baylor Proud Blog
BearWeb
Blackboard
Chair SIS
Class Roll
McMullen-Connally Faculty Center
Unified Advising System
Work Study Forms
Photo Galleries
Wallpaper Gallery

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.

**BAYLOR** Academic Support Programs  
Paul L. Foster Success Center

The Foster Success Center ▼ I Need Help With... ▼ I Need To Find ... ▼ I Need to Learn About ... ▼ Search PLFSC Go

Baylor > Office of Academic Support Programs > Academic Referral System

### Academic Referral System

Use of this online tool is restricted to Baylor faculty and staff. If you are not a faculty/staff member at Baylor University and you have an academic concern about a student, please call Ronald English (254) 710-8986.

Welcome to the online Academic Referral System. Thank you for your investment in the students' success here at Baylor University in this rigorous academic environment.

**MAKE A REFERRAL** **ACADEMIC WARNINGS**

**When to refer students?**  
As soon as there is a concern! Academic intervention early in the semester allows time and opportunity for students to reverse patterns of inadequate academic performance. The program enhances student success by providing academic services/resources to students about whom faculty have academic concerns. Academic success will compliment the classroom environment and increase retention of students.

**When to use the system?**  
Faculty members are encouraged to refer students early in the semester who exhibit academic, social, or emotional difficulties. Students should be referred for any of the following reasons:

PLFSC Departments

Next login using your **BearID** (example, Bobby\_Baylor) and password.

**Paul L. Foster Success Center**  
Log out

Student Referral - Please log in using your BearID and password.

BearID (ex: Bobby\_Baylor) :  \*

Password:

Log In

Use the dropdown menus to select the course and student. Next, click **Continue**.

**Paul L. Foster Success Center**  
Log out

Welcome Ron English,

**Course Selection** **Student Selection**

EDC 1200 N2 - Col Rdg & Study Skills  Baylor, Bobby  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**.

**Paul L. Foster Success Center**  
Log out

EDC 1200 N2 Col Rdg & Study Skills Bobby Baylor - 891234567

**Student Contact**  
Attempts made to contact the student  
☐ No attempts  
☐ 1 attempt  
☐ 2 attempts  
☐ 3 or more attempts  
  
Has student responded  
☐ Yes  
☐ No

**Attendance records (Skip this section if there are no issues with attendance.)**  
Course meets  
☐ 1 time per week  
☐ 2 times per week  
☐ 3 times per week  
☐ More than three times per week  
  
Number of absences  
☐ 1-3 absences  
☐ 4-6 absences  
☐ 7-9 absences  
☐ 10-12 absences  
☐ According to University policy, student has failed course  
☐ Never attended class

**Classroom Performance (Check all that apply.)**  
☐ Poor performance on one or more exams  
☐ Missed an exam  
☐ Poor performance on quizzes  
☐ Missing assignments  
☐ Unprepared for class sessions  
☐ No or very poor class/group participation

**Comments:**

Forward ReferralCancel

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

[Counseling Center](#)

[The Writing Center](#)

[Office of Access and Learning Accommodations](#)