ACADEMIC REFERRAL SYSTEM

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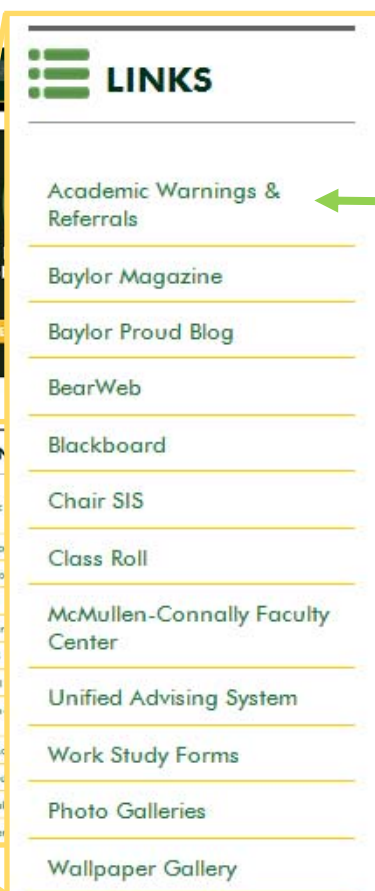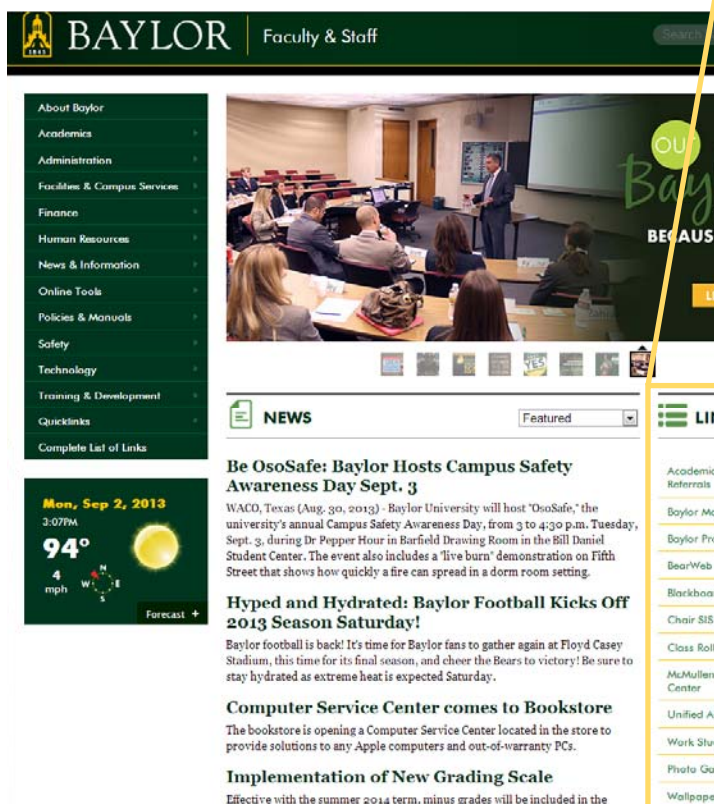
This document explains when and how to use the online Academic Referral system. If you have concerns about a student, we ask that you first attempt to contact the student yourself through email or other communication methods. In our experience, direct contact by a faculty member is the most effective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

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 Referral]   [Cancel]

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

Counseling Center

The Writing Center

Office of Access and Learning Accommodations