

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.

The screenshot shows the Baylor University Faculty & Staff website. On the left is a navigation menu with categories like 'About Baylor', 'Academics', 'Administration', 'Facilities & Campus Services', 'Finance', 'Human Resources', 'News & Information', 'Online Tools', 'Policies & Manuals', 'Safety', 'Technology', 'Training & Development', 'Quicklinks', and 'Complete List of Links'. The main content area features a 'NEWS' section with articles such as 'Be OsoSafe: Baylor Hosts Campus Safety Awareness Day Sept. 3', 'Hyped and Hydrated: Baylor Football Kicks Off 2013 Season Saturday!', 'Computer Service Center comes to Bookstore', and 'Implementation of New Grading Scale'. On the right side, there is a 'LINKS' menu with the following items: Academic Warnings & Referrals, Baylor Magazine, Baylor Proud Blog, BearWeb, Blackboard, Chair SIS, Class Roll, McMullen-Connelly Faculty Center, Unified Advising System, Work Study Forms, Photo Galleries, and Wallpaper Gallery. A yellow callout box highlights the 'Academic Warnings & Referrals' link, with a green arrow pointing to it from a text box that says '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:

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

[Counseling Center](#)

[The Writing Center](#)

[Office of Access and Learning Accommodations](#)