

# Academic Referral System

## What is the Academic Referral system?

The Academic Referral system within Basecamp includes brief alert options in four categories to streamline academic success intervention. These quick, efficient tools will allow faculty and staff to notify Academic Resources if a student falls into one or more of the following categories:

### Outstanding Student

This form allows faculty and staff to identify students who are excelling in the classroom, highlighting their exceptional performance and contributions. This form is **sent directly to students**.

### Needs a Nudge

Faculty and staff are encouraged to submit this form to notify Academic Resources of students falling behind, not turning in assignments, and/or not meeting overarching course expectations. This form is **sent directly to both Academic Coaches and students**.

### Attendance Concern

This form should be utilized to notify Academic Resources of students who have developed a pattern of missing class. A pattern is typically identified as a student who has missed 3 or more consecutive classes or a student who steadily misses class on specific days of the week. This form is **sent directly to both Academic Coaches and students**.

### Recommend Withdrawal

This form is reserved for students in which withdrawing from a course may be in their best interest. This alert is suitable for students who cannot pass the course due to scores and/or attendance policies. This form is **NOT** sent directly to students and will be triaged through Academic Resources.

## When should I submit an Academic Referral?

There is no designated time period in which you must submit an academic referral. The Academic Referral system is open for the entirety of the academic semester.

**Note:** The Academic Referral system does not replace the Stoplight Survey or Midterm Notices. This is simply an additional tool to aid in student success monitoring and intervention.

## How do I submit an Academic Referral?

- Log into Basecamp and select the “My Students” icon on your Launchpad.
- Navigate to the course you have a student struggling in.
- Click on the student’s name.
- Select the “Student Update” button under the student’s profile picture.
- Choose the appropriate alert from the student update screen. The most important information to include is the class name but additional feedback is always welcome!

### Have Questions?

Contact [academicresources@juniata.edu](mailto:academicresources@juniata.edu)