

# Academic Alert Form

**Student:**

**Student e-mail:**

If a student is doing unsatisfactory work in your course or appears to be struggling in other ways, please check the appropriate boxes. You may either make a referral to the appropriate office listed below or ask us to intervene for you.

## Academic Concerns

Unsatisfactory work in my course: (Dept., Number):

- Excessive absence
- Chronic tardiness
- Inadequate background for this course
- Apparent lack of interest
- Some or all significant assignments late or missing
- All assignments missing
- Missing exams
- Poor examination results
- Comments or other academic concerns:

## Student Life Concerns

- Academic decision-making problems, motivation, success – *Academic Advising, x3650*
- Complaints of harassment or discrimination – *Associate Dean of Students, x3322*
- Serious medical condition (potential medical withdrawal) – *Assistant Dean of Students, x2640*
- Financial problems – *Financial Aid and Scholarships, x3214*
- Learning problems – *Center for Writing, Learning, and Teaching, x3395*
- At risk for attrition from Puget Sound – *Academic Advising, x3650*
- Personal or family problems – *Counseling, Health, and Wellness Services, x1555*
- Residence life issues – *Residence Life, x3317*

- Finding a niche at Puget Sound – *Dean of Students, x3360*
- Spiritual or religious concerns – *Spirituality, Service, and Social Justice, x3374*
- Suspected substance abuse – *Counseling, Health, and Wellness Services, x1555*
- Time management – *Center for Writing, Learning, and Teaching, x3395*
- Comments or other student life concerns:

### Course of Action

- I have conveyed my concerns to the student, but we have been unable to meet to discuss the situation. Please send a letter to the student reiterating my concerns and direct the student to me.
- The student and I have discussed the above situation. Please send a letter to the student reiterating my concerns.
- The student and I have discussed the above situation. I have referred the student to the following office:

  - I have alerted that office that the student may come for an appointment.
  - I have not alerted that office. Please do so for me.

- The student and I have discussed the above concerns and I am only documenting our conversation at this time. Please take no action.
- The student has now missed too much work/too many classes to complete my course successfully. Please have the registrar's office contact me to begin the process of withdrawing this student.
- Comments or other actions – please describe:

**If the options on this form do not fulfill your needs, please feel free to contact us (Kelli Delaney at x3650 or Joy Kiefer at x3128). We would be pleased to have a conversation about your concerns and together come up with a course of action.**