

ACADEMIC ALERT PROCEDURE

The academic review system at CNUCOP allows for placing a student on Academic Alert. It is not a punitive measure; rather it is designed to encourage students to obtain academic support early on in the semester, thus preventing a failing grade or the need for remediation at the end of a course. Generating an Academic Alert allows a course coordinator to refer a student for academic support at any point during the semester. Such a step may be taken based on a quantifiable assessment such as a test result or homework assignments. It could also be based on observation of behavior, for example, participation in team work.

Before an Academic Alert can be processed by the Office of Academic Affairs (OAA) faculty should follow the steps below.

Course Coordinator/Faculty

1. Complete an Academic Alert form (electronic fillable form is available on the College website: <http://pharmacy.cnsu.edu/policies-and-procedures>) identifying the student and the reason for the academic alert.
2. Invite the student to meet with you as soon as possible to discuss the type of support the student would benefit from (e.g., review session with the instructor, a student tutor, counseling, a study group).
3. Sign the form and once you have met with the student have him/her sign the form too.
4. If a student tutor is deemed necessary you may identify a student to work with, or you can request Office of Student Affairs and Admissions (OSAA) to allocate a tutor.
5. If you identify your own tutor please advise OSAA, either directly or on the form itself.
6. Once the form is fully completed submit it to the Office of Academic Affairs.
7. If the student does not respond to your meeting request within 5 business days of the request being made submit the incomplete form to the OAA.

Office of Academic Affairs

8. OAA will log all academic alerts and may request a separate/additional meeting with the student if several alerts have been received.
9. The OAA will work with OSAA to find a student tutor if this request was made.



10. The OAA will notify the student's Academic Advisor of the academic alert, and advisors are asked to reach out to the student in case they are aware of other circumstances that may be affecting the student's performance.
11. The plan of academic support is implemented.
12. OAA will assess its success based on subsequent student performance.
13. No academic alert forms are placed in the student's permanent records. If the student is placed on academic probation, the probation notice would be placed in the permanent records.

Removal from academic alert

Students on Academic Alert are advised to limit their involvement in extra-curricular activities; those who repeatedly are on alert will be asked to step down from holding official positions in student organizations. Thus, faculty should remove students from Academic Alert once they are satisfied that the student has made good progress.

A removal from Academic Alert form can be found on the College website:

<http://pharmacy.cnsu.edu/policies-and-procedures>