

Subject: For Advisers: Academic Probation/Warning/Outreach letters

Dear Faculty,

We hope your summer is going well.

You may have recently been copied on emails to advisees regarding, in descending order of seriousness, **Academic Probation**, (email from Gabriel Olszewski, the Registrar), **Academic Warning** (email from Kara Nelson in the Office of Student and Community Life) or **Academic Outreach** (email from Academic Advising Center).

The faculty approved these three categories over a year ago as a formal way to make students aware that their academic performance should improve. **Students who get these letters have an advising hold on their transcript—please release those once you are in touch with them.** They, and you, will find details of what they need to do in terms of grades and credits on their letters.

Please be in contact with any advisee who has gotten one of these letters before the semester gets underway. That could mean a simple email conversation in which you discuss their plans and make sure their course schedule looks appropriate, and/or perhaps a quick meeting at the start of the semester. You might encourage them to take responsibility for their academic work by reaching out to their professors, to TA's, the Writing Center, the Q-Lit Center, the Blume Language center, classmates, and/or others who might help them improve academic performance. Please consider asking students to reach out to you after a couple of weeks of classes to let you know how things are going. They could also contact us, via email or in person at the library, if they would like further academic advice.