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## A GUIDE TO ACADEMIC REFERRALS

### What is an academic referral?

Any time a student falls behind or struggles in a course, his or her instructor is urged to communicate the issue with Student Success by submitting an academic referral. A representative from Student Success then promptly contacts the student and offers assistance in resolving the concern(s).

### Why was I referred?

Students are referred for a wide variety of reasons including excessive absenteeism, low test scores, work ethic issues, perceived personal problems, and more. The Student Success representative will discuss the specific issues with you and create a customized academic success plan.

### Am I in trouble?

A referral is not a disciplinary report. It does not count against you in your progress at Ranken or in regard to your work ethic grade. Instead, it is a resource to help you become more successful. However, it is imperative that you follow the success plan created by you and the Ranken employee in order for you to be successful.

### Can I still pass the class?

The purpose of a referral is not to inform you that you have failed a class; it is to inform you that you need to change your habits in order to succeed. Instructors submit referrals early, at first sign of an issue, so that you have time to get things turned around. Often, you may still be able to earn an A or a B.

### How can I improve?

The referral is less about what has happened in the past and more about what needs to happen in the future. Your academic success plan will document the recommendations for you to be successful. The person with whom you meet will go over tutoring options, time management resources, and a wide variety of additional support available to you as a Ranken student.

### Do I have to be referred to use the Student Success Center?

Absolutely not. Everyone connected to Ranken is welcome in the Student Success Center. Come in any time!