

VI.16 ACADEMIC ALERTS AND ACADEMIC STANDING

VI.16.1 Academic Alerts

Faculty are expected to issue academic alerts for students in their courses who are having academic difficulty. Issuance of an academic alert does not affect students' academic standing. For more information on Academic Standing, please see the Academic Policies and Procedures section of the University Catalog (<https://catalog.linfield.edu/academic-policies-procedures/undergraduate/academic-standing/>) or reach out to advising@linfield.edu

. Academic Alerts can be submitted in Etrieve using the ADV-Academic Alert form.

Once faculty submits an Academic Alert, the student will receive an email instructing them to log into Etrieve to view the Academic Alert, along with any comments for the student. The student's advisor will also be notified once the Academic Advising Office has processed the alert (usually within 2-3 days). Faculty advisors should review the information from an Academic Alert and work with their student to resolve any concerns as appropriate. Additional information on Academic Alerts can be found on the Academic Advising Website.

There are other early intervention or retention processes that faculty can use for concerns that are affecting students that are helpful in providing appropriate resources for students. Information about these forms and processes are located on the Office of Student Care and Support Central site (<https://linfield.sharepoint.com/sites/StudentCare/>).

VI.16.2 Academic Standing

Linfield's policies on academic standing are outlined in the course catalog (<https://catalog.linfield.edu/academic-policies-procedures/undergraduate/academic-standing/>).