Materials linked from the November 14, 2012 Academic Advising Council agenda.

Proposed First Year Academic Warning Procedures for Pilot Project

1. **Academic Standing Processed**
   - Registrar’s Letter Goes Out to Students

2. **College Receives List of Students on Warning (+ coding of support units)**
   - College Determines Case Manager
     - Support Units used to help encourage students to see advisor.

3. **Case Manager Contacts Students to Set up Appt with Advisor**
   - W1

4. **Case Manager - follow up phone call to student to set up an appointment**
   - W9
   - NO RESPONSE
   - Case Manager sends closure/resources email
     - W10
   - NO RESPONSE
   - UHDS & support units provide additional outreach.

5. **RESPONSE**
   - Student Meets with Academic Advisor
     - W2, W3, W4, W5

6. **RESPONSE**
   - Academic Advisor follows up with student after meeting
     - W7

7. **Subsequent Term – Advisor follows up with student – Good Standing or Probation**
   - W8

Meeting & Action Plan Information Documented in MyDegrees

Support units document related conversations with students in MyDegrees