

## Academic Intervention Processes & Support Services for Faculty

Retention interventions are in place at specific weeks each semester and academic support is available at any time to support faculty as they support their students. Faculty are notified and asked to participate in each of the processes via email during the semester. For more information, contact Academic Services at (815) 836-5593, academicservies@lewisu.edu or stop in LR-342.

Process	Week of the Semester	How do faculty participate?	What happens when faculty participate?
<b>No Show Reporting (16 week courses)</b>	<b>Week 3</b>	<ul style="list-style-type: none"> <li>If a student has not attended or engaged in a virtual or in-person class at all, faculty should first email and call the student. Student phone numbers are in myLewis by clicking on the student name in the class list.</li> <li>If faculty have not heard from the student by the end of Week 2, they report the student as a no show when prompted by the Office of the Registrar via email.</li> </ul>	<ul style="list-style-type: none"> <li>Reported students receive a letter and email notifying them they have been reported as a “no show”.</li> <li>Students must ask faculty to complete a reinstatement form to stay in the class. The form must be returned to the Registrar by the student.</li> <li>If reported students do not take action, they are withdrawn.</li> <li>Academic Services reaches out to all reported students to provide guidance and academic support.</li> </ul>
<b>Student-Athlete Grade Reporting (Round One)</b>	<b>Week 5</b>	<ul style="list-style-type: none"> <li>Faculty submit estimated grades for all student athletes in their courses when prompted by Academic Services via email.</li> <li>If faculty do not have estimated grades, they are asked to report any student athlete of concern.</li> </ul>	<ul style="list-style-type: none"> <li>Any student-athletes with a C- or below are contacted by Academic Services to provide academic supports (tutoring, academic coaching, referrals to other campus resources, etc.).</li> <li>Grade Reports are shared with all Head Coaches.</li> </ul>
<b>Midterm Grade Reporting</b>	<b>Week 8</b>	<ul style="list-style-type: none"> <li>Faculty submit estimated midterm grades for students when prompted by the Office of the Registrar.</li> <li>Freshmen who have earned less than 29 credit hours show as monitored when faculty go in to report grades, but faculty are encouraged to provide midterm grades for all students</li> <li><u>The timing of this intervention allows for the student to consider withdrawing from a class by the deadline at the end of week 10, if necessary.</u></li> </ul>	<ul style="list-style-type: none"> <li>Academic Services reaches out to all students as follows: <ul style="list-style-type: none"> <li>A, B, &amp; C+ students receive kudos and encouragement.</li> <li>C &amp; C- students receive academic support resources and an invite to meet if they need academic support.</li> <li>D &amp; F students receive an email informing them that they have to schedule an academic support meeting prior to the withdraw deadline.</li> <li>All students receive information on tutors/study tables and how to sign up.</li> <li>Students on Academic Probation receive a reminder regarding their current standing at the University, along with a push to set up an academic support meeting in order to avoid dismissal.</li> </ul> </li> </ul>
<b>Student-Athlete Grade Reporting (Round Two)</b>	<b>Week 12</b>	<ul style="list-style-type: none"> <li>Faculty submit estimated grades for all student athletes in their courses when prompted by Academic Services via email.</li> <li>If faculty do not have estimated grades, they are asked to report any student athlete of concern.</li> </ul>	<ul style="list-style-type: none"> <li>Any student-athletes with a C- or below are contacted by Academic Services to provide academic supports (tutoring, academic coaching, referrals to other campus resources, etc.).</li> <li>Grade Reports are shared with all Head Coaches.</li> </ul>