

The Center for Student Success

Academic Difficulty Notice for Traditional Undergraduate Students

Faculty Reporting Instructions for Midterm Grades

An Academic Difficulty Notice (ADN) is an important "Early Warning System" that the University uses to:

- Monitor the progress of students in the classes in which they are enrolled.
- Facilitate students in receiving early feedback on course performance. The ADN grades are for informational and advising purposes. They do not impact academic standing, grade point average, nor official transcripts.
- Inform the student of a grade of a C- or below, along with a reason for the grade assigned.
- Assist faculty and staff in advising the student to improve academic behavior or withdraw before the deadline.
- Provide the student with information to make informed decisions concerning class selection.
- Communicate with students whose ADN grade(s) is/are below their expectations and/or academic/financial aid requirements and encourage them to meet with their professors and academic advisors about steps for improvement.

Midterm grades may be submitted through Self-Service.

Self-Service: 3-Steps to Submit a Midterm Grade for Academic Difficulty Notice (ADN)

Step 1

- Log into **Self-Service**.
- Select **Faculty**.
- Note: The courses assigned will automatically display for the current term/semester.

Step 2

- Select the class for which you want to report grades. The default view will display the Roster.
- Click on the **Grading** tab and then click **Midterm 1**.

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
Vanilla Testcase	1238257	<input type="checkbox"/>	M/d/yyyy	Select Grade	Graduate, Freshman	0

Step 3

- Enter the appropriate details
 - Click box if the student has never attended
 - Add last date of attendance if there are attendance concerns
 - Use the drop-down feature to select the grade
- Note: **The entries will automatically save.** If you need to update the information, you may edit your entry at any time.

Important things to consider regarding Academic Difficulty Notices (ADNs):

- Academic Services sends emails to students for every ADN submission. This email includes information regarding campus resources that students can utilize to help improve their class performance or make informed decisions about their academic future.
- Academic Services will make additional outreach to students who have multiple notices. Keep in mind that not all students will respond to their notifications and that it is the student's responsibility to officially withdraw from a course.

- All course withdrawals must be submitted to Academic Services using the electronic **Withdrawal/Drop Form** (www.callutheran.edu/forms). The form is due by the published deadline listed on the Undergraduate Academic Calendar (www.callutheran.edu/academicservices). A withdrawal will be reflected as a grade of "W" on the student's official transcripts. Note: In the event a withdrawal is processed, the student is still financially responsible for tuition and fees.
- Not all faculty report; therefore, the student is encouraged to use the course syllabus to calculate grade and/or meet with the instructor during office hours.
- ADNs are automatically posted on the Parent Portal and are viewable to authorized account holders. The release of information and access granted for the Parent Portal are narrowly defined and limited. Additional FERPA release is required to discuss additional student information.

For questions, please contact The Center for Student Success at advising@callutheran.edu
