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 and Faculty Advisor 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 and Faculty Advisor 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 faculty advisors about steps for improvement.

Timeline:
- September 21st (Mon) – Academic Difficulty Notices reporting period begin
- October 9th (Fri) – Academic Difficulty Notices DUE
- October 16th (Fri) – Notification to Faculty Advisors of their students who have received ADNs
- September 22nd (Tues) through October 20th (Tues) – ADNs distributed to students daily via their Cal Lutheran email
- October 23rd (Fri) – Last day to withdraw with a “W” on the transcript

WebAdvisor: 3-Steps to Submit a Midterm Grade for ADN

**Step 1**
- Log into WebAdvisor and proceed to the same screen you use for grade reporting on the Faculty page.
- Select the term, -----Fall 2020 Semester
- Click “Submit”

**Step 2**
- Choose “Midterm/Intermediate” and then select the class for which you want to report grades.

**Step 3**
- Enter the midterm grade and select a reason. Note: only one reason can be submitted.
- If your specific reason is not listed, please select one that is closely related or choose “Other – Contact Faculty.”
- Click “Submit”

For questions, feel free to contact Erashel Vaiz, Associate Registrar of Student Success Services, at evaiz@callutheran.edu.
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.