**Academic Alert Policy**

SCU is committed to assisting students who struggle academically. This is an important  
component of student retention, as well as necessary for determining eligibility in extra-curricular activities. The director for student success may periodically request attendance and progress reports of athletes or students who have struggled academically in past semesters. Faculty members are expected to furnish this information within 48 hours of the initial request.

If a faculty member identifies a student who is struggling academically in a given course or is nearing the limit for absences, an academic alert should be sent to the Director of Student Success. This should be done in writing through email.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.06.3  
Policy Revised:*