

Fostering Student Success

How to use the Deficiency Reporting System

This document explains how to report a deficiency of D or F by using the online deficiency system.

Academic intervention *early in the semester* allows time and opportunity for a student to reverse patterns of inadequate effort, substandard grades, and irregular class attendance.

An assigned deficiency of D or F raises an institutional “red flag” identifying a student who might benefit from appropriate academic support such as one or more of the following resources:

- * tutoring,
- * mentoring,
- * counseling,
- * instruction in productive learning strategies.

To report deficiencies, go to the Faculty & Staff homepage and select Online Tools/Fostering Student Success (Deficiencies & Referrals).

The screenshot shows the Baylor University Faculty & Staff homepage. A green arrow points to the 'Fostering Student Success (Deficiencies & Referrals)' link in the left sidebar. The main content area includes a search bar, a 'FEATURED LINKS' section, and an 'Event' calendar table.

Event	Date
New Faculty Reception	10/02
2008 Beall-Russell Lecture	10/09
First Family Award Presentation	10/10
Parents Weekend	10/10 - 10/11
Sic'Em Day	10/13

Click on the DEFICIENCIES link.

BAYLOR UNIVERSITY Paul L. Foster SUCCESS CENTER
Academic Support Programs

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Fostering Student Success

Welcome to the **NEW** Online Referral System! Thank you for your investment in the students' success here at Baylor University in this rigorous academic environment.

MAKE A REFERRAL **DEFICIENCIES**

Make Referrals Early
Academic intervention early in the semester allows time and opportunity for students to reverse patterns of inadequate academic performance. The program enhances student success by providing academic services/resources to students about whom faculty have academic concerns. Academic success will compliment the classroom environment and increase retention of students.

Who to Refer
Faculty members are encouraged to refer students early in the semester who exhibit academic, social, or emotional difficulties. Students should be referred for any of the following reasons:

- Excessive absences within the first four weeks of the semester (two or three absences)
- Stop attending class
- Fail (or miss) an exam
- Fail to turn in assignments
- No response to professor's expressed concerns
- Display signs of needing counseling or advice
- Ask where to receive academic assistance

In order to maximize the usefulness of services offered, referrals should be made as early as possible in the semester to give the students the longest amount of time to take corrective action.

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Baylor University Waco, Texas 76798 1-800-BAYLOR-U

Log in with your BaylorID (ex., Bobby_Baylor) and password.

Connect to **www1.baylor.edu**

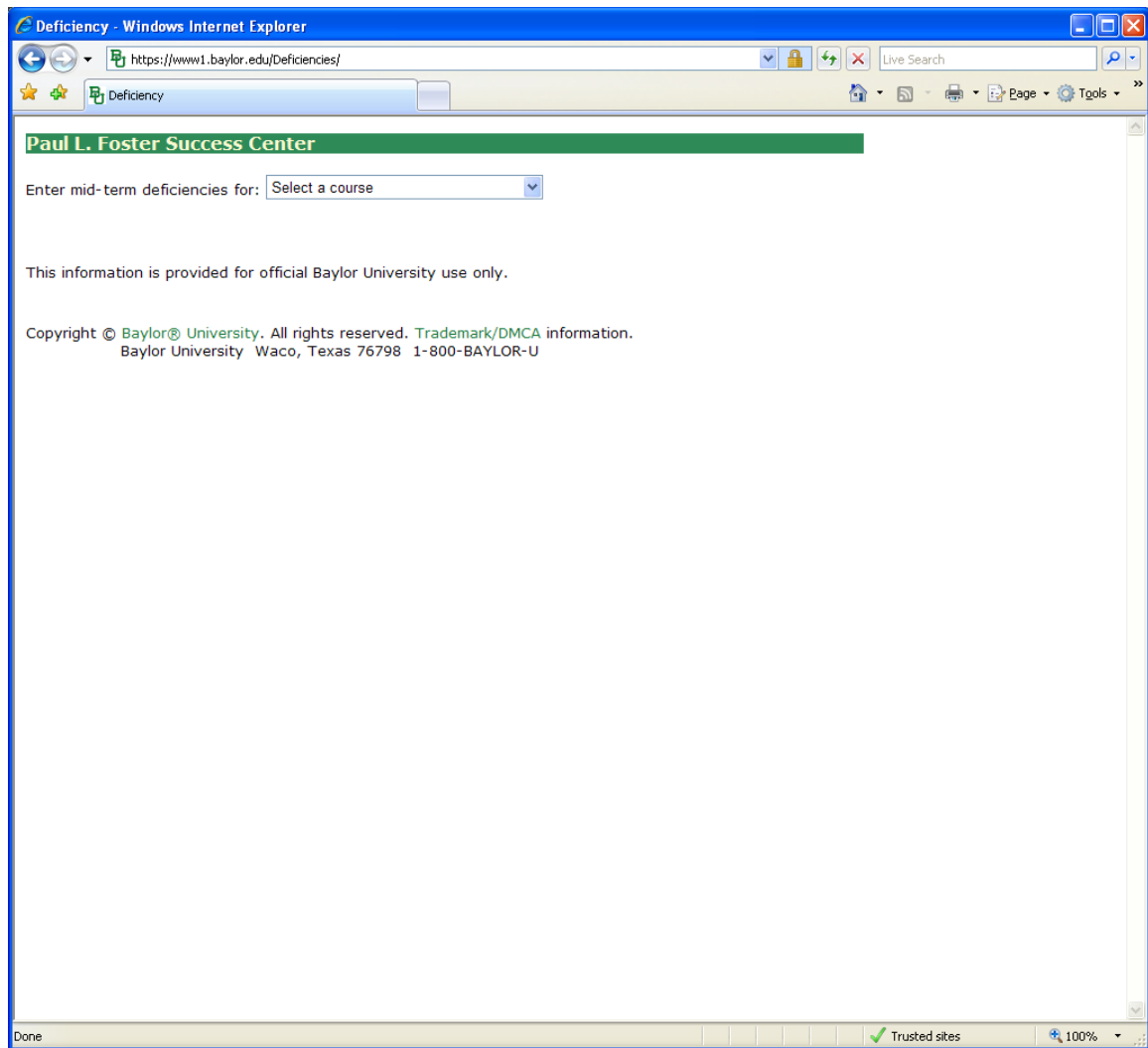
The server **www1.baylor.edu** at **baylor.edu** requires a username and password.

User name:

Password:

Remember my password

OK Cancel



Go to the pull-down menu for “Select a course” and choose the appropriate course to report deficiencies.

Assign student(s) a deficiency of either D or F from the “Mid-Term Deficiency Grade” drop-down menu. Click in the appropriate boxes to explain the “Reasons” for the assigned deficiency. Also, go to the “No. of absences” drop-down menu and select the respective number of absences for the student(s).

Paul L. Foster Success Center
Log out

Enter mid-term deficiencies for: Amer Constitutional Dev(PSC 2302-77)

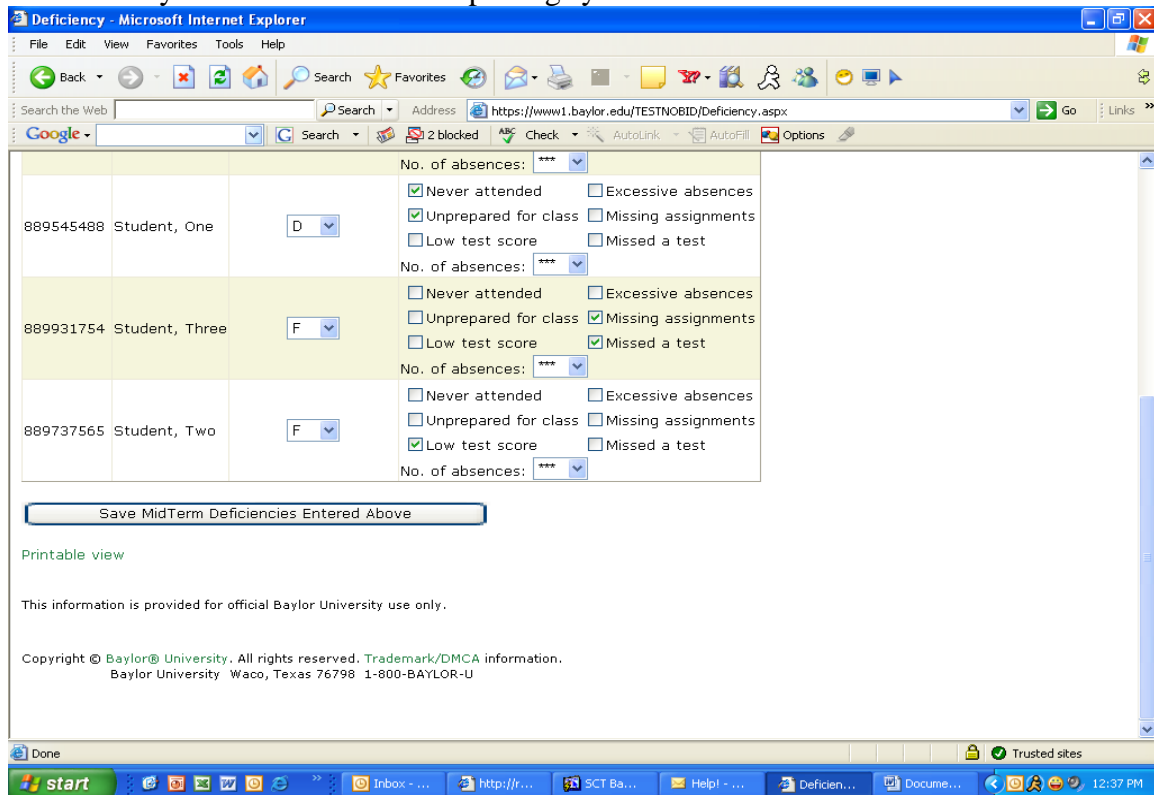
Printable view

Save MidTerm Deficiencies Entered Below

Student ID	Name	Mid-Term Deficiency Grade	Reasons
889283333	Student, Five	D	<input type="checkbox"/> Never attended <input checked="" type="checkbox"/> Unprepared for class <input checked="" type="checkbox"/> Low test score <input checked="" type="checkbox"/> Excessive absences <input checked="" type="checkbox"/> Missing assignments <input checked="" type="checkbox"/> Missed a test No. of absences: 5
889464657	Student, Four	D	<input type="checkbox"/> Never attended <input checked="" type="checkbox"/> Unprepared for class <input checked="" type="checkbox"/> Low test score <input checked="" type="checkbox"/> Excessive absences <input type="checkbox"/> Missing assignments <input checked="" type="checkbox"/> Missed a test No. of absences: 9
889545488	Student, One	D	<input checked="" type="checkbox"/> Never attended <input checked="" type="checkbox"/> Unprepared for class <input type="checkbox"/> Low test score <input type="checkbox"/> Excessive absences <input type="checkbox"/> Missing assignments <input type="checkbox"/> Missed a test No. of absences: ***
88991351	Student, Three	F	<input type="checkbox"/> Never attended <input type="checkbox"/> Unprepared for class <input type="checkbox"/> Excessive absences <input checked="" type="checkbox"/> Missing assignments

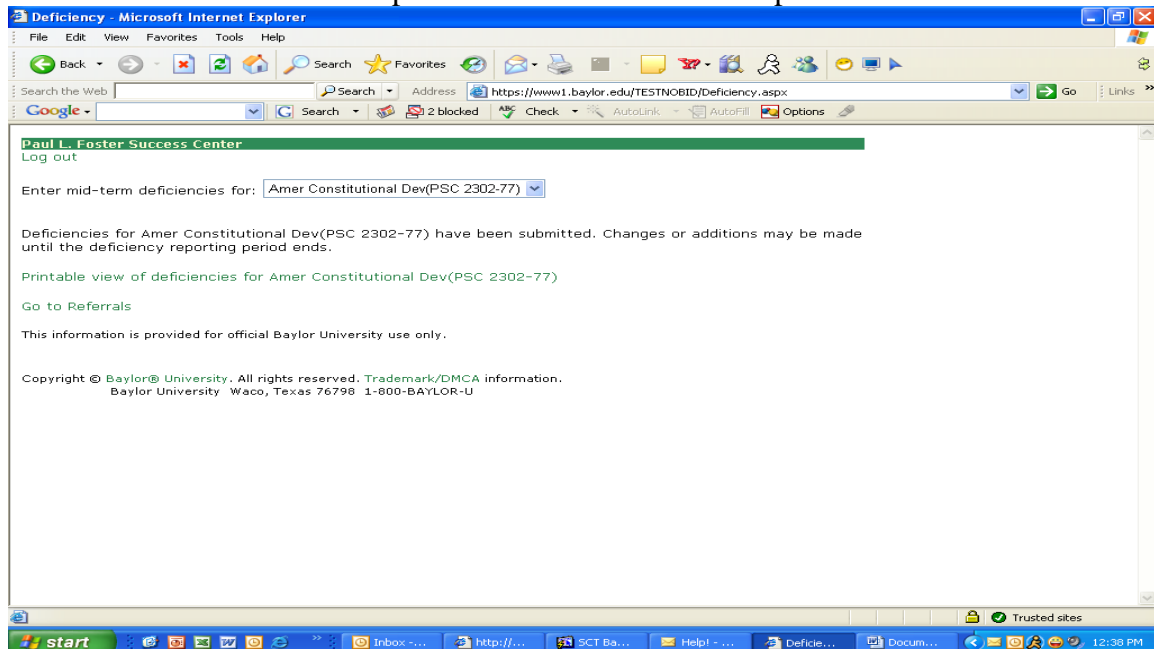
Once students have been assigned deficiencies with reasons and the appropriate number of absences recorded, click on the “Save Mid-Term Deficiencies Entered Above” button.

This will save your current work. You will have the opportunity to continue to work on each one of your courses until the reporting system is disabled.



To save a copy for your records, select “Printable view of Deficiencies” and print.

You either select “Log out” if you have only one course or return to the pull-down menu and select another course to report deficiencies. Follow the prior instructions.



The deficiency information will be submitted to the Paul L. Foster Success Center for processing and distributed to current undergraduate students via e-mail only. Students receiving deficiency reports will be directed to the [Grade Recovery](#) web page.

Other resources you may find helpful or that you might want to refer your students to include:

Paul L. Foster Success Center's [Grade Recovery Site](#)

[Paul L. Foster Success Center](#)

[Counseling Center](#)

[Writing Center](#)

[Math Lab](#)

If you are concerned about possible threats or harm to self or others, the protocol is listed here: <http://www.baylor.edu/student%5Fpolicies/index.php?id=31763>