

[TOP] Monday, 12.11 and Tuesday, 12.12, ACPC advisers will be conducting a workshop on writing academic reviews. Visit the following link to sign up:

<http://www.signupgenius.com/go/20f0a4da9ad2aa4fe3-fall>

It's hard to believe that the end of the semester is already upon us. For advisers, it is a time to wrap things up and help our advisees prepare the transition to the Spring semester. To assist us in helping our advisees, ACPC advisers like to write academic reviews at the end of each semester. This can be completed after the student has received all of their grades, and before the beginning of the next semester. This is a timely way for advisers to identify any potential issues they see with the advisee's grades and schedule for the following term.

Typically, ACPC advisers send these reviews as emails through Starfish. From the student's Starfish profile, click "Note" and make sure you check the box that says "Send copy of note to student." This will email the student and also save the note in Starfish. The note will be visible to other professionals on campus who have access to Starfish, such as other advisers. Academic reviews may vary depending on discipline, but there is a basic format that the writer can use.

[BULLET] **Introduction:** Begin the review with an introduction that explains the purpose of the email.

[BULLET] **Grades:** Briefly discuss the student's grades from the semester. If they did well, congratulate them. If they had concerning grades, let them know you are concerned, and why.

[BULLET] **Schedule:** Review the student's schedule for the upcoming semester and note if it looks appropriate, or if there is anything that seems questionable.

[BULLET] **Recommendations:** Make any recommendations that are appropriate for the student. An adviser could recommend that the student make an adjustment to their schedule based on their stated goals, or their grades. An adviser could also recommend the student come in for a meeting, if it appears as though that would be helpful.

Sometimes as academic advisers, you see students in situations that are complicated and not completely straight-forward. This can certainly come into play when reviewing students at the end of the semester. Remember to include any appropriate referrals into your academic reviews. For example, if a student earned an entire semester of Fs, something was probably going on in their life that was beyond academics. Let these students know about the Retroactive Withdrawal Petition (link here: <https://handbook.psu.edu/content/petitions>). Also encourage these students to meet with you. They are probably in need of additional support. Possible offices that struggling students could benefit from include Personal Counseling, the Learning Resource Center, Financial Aid, and the Office of Student Retention.

For more on this topic, please sign up for one of our workshops on academic reviews! There will be sessions on Monday, December 11<sup>th</sup> and Tuesday, December 12<sup>th</sup>. The link to sign up for this workshop is here: <http://www.signupgenius.com/go/20f0a4da9ad2aa4fe3-fall>

As always, if you have any questions or concerns, please contact the ACPC at 814-898-6164 and an adviser will be happy to speak with you.

Thank you,

