

MONITORING STUDENT PROGRESS AT THE END OF A SEMESTER

At the end of a semester, please take time to check your advisees' grades and monitor their academic progress. By spending time now to look at your students' records, you can be proactive in supporting them. Use this as an opportunity to send kudos to students as well as identify students who need extra support.

Reviewing Student Information

After grades have been entered, you can get a quick snapshot of a student's **semester** by

1. Logging into Self-Service and choosing View Details for the student
2. Selecting either the **Timeline** tab (left) OR **Grades** and the particular semester (right)

The screenshot shows the 'Timeline' tab selected in the top navigation bar. Below it, there are several semester dropdown menus. The 'Fall Term 19 (8/27/2019-12/20/2019)' is selected, showing a GPA of 2.951. Below this, a table lists course sections with their titles, credit hours, and final grades.

Course Section	Title	Credits	Final Grade
BI-105-01 8/27/2019-12/20/2019	Bio Diversity & Ecology	3	C-
BI-121-03 8/27/2019-12/20/2019	Biology Lab I	1	F-
CH-142-03 8/27/2019-12/20/2019	Integrated Chem Prin I	3	U
CH-143-06 8/27/2019-12/20/2019	Integrated Chem Prin II Lab	1	F-
ENV-404-06	Environmental Science	3	U

Look for:

- **Semester GPA:** If the student earned a GPA lower than 1.66, they are likely to be placed on Academic Probation.
- **Failing grades or incompletes**
- **Overall all sense of grades**

You should also consider **cumulative information** by checking the **Progress** or the **Unofficial Transcript** through Self-Service.

Progress:

At a Glance

Cumulative GPA:	3.262 (3.000 required)
Institution GPA:	3.262 (3.000 required)
Degree:	Bachelor of Science
Majors:	Biology
Minors:	Psychology
CCDs:	Designated POE
Departments:	Biology
Catalog:	2019
Anticipated Completion Date:	5/1/2023

Description: Biology

Program Notes: [Show Program Notes](#)

Requirements: [Expand All](#)

Program Completion must be verified by the Registrar.

Progress

Total Credits	97
Total Credits from this school	97

Number of credits earned is number on dark green bar

Unofficial Transcript:

21/FA	15.00	15.00	3.309	77.00	77.00	3.147
22/SP	17.00	17.00	3.646	94.00	94.00	3.245
22/SU	2.00	2.00	3.670	96.00	96.00	3.254
22/FA	1.00	1.00	4.000	97.00	97.00	3.262

Total credits Cum GPA

Look for:

- **Number of credits earned:** To graduate in 8 semesters, students should earn an average of 15 credits per semester.

Number of Semesters Completed	Expected number of credits completed for on-time graduation after 8 semesters
1	15
3	45
5	75
7	105

In addition, not earning 24 credits in an academic year (August to August) may lead to Financial Aid Probation.

- **Cumulative GPA:** A cumulative GPA of 2.0 is needed to graduate. Students who do not meet the GPA cutoffs below are likely to be placed on academic probation

Credit Hours Attempted	GPA
0-35.99	1.66
36-61.99	1.80
62-89.99	1.95
90 or more	2.00

What can you do?

- Consider sending **congratulations** to advisees who did well. Yes, this would include if they got a high GPA (dean's list is 3.6 with 12 or more graded credits and no unsatisfactory grades – I, F, U, NP). But it is also powerful to recognize improvement from semester to semester. You might also congratulate a student for a C if you know they worked really hard on the class or improved their grade at the end of the semester.
- If you have an advisee you expect to be on **probation**, contact them to make a meeting early in the semester. More details on making an Academic Success Plan will be sent to the student and advisors after the Academic Actions meeting.
- If you have an advisee with **incompletes**, check in with them to see what their plan is to finish the course.
- If you have an advisee who **failed a prerequisite** for a course they are registered for next semester, contact the student to make schedule changes.
- If you have an advisee who is **behind on credits**, make a plan with them. Credit lag has been shown to be a predictor for student withdrawal from Juniata. Can the student make up a couple credits next semester? Should they take some summer or winter courses? Should they plan on an extra semester? If the student is in their first year or two, it is OK to be a few credits behind, but then you need to plan with the student about how to make this up. For instance, if a student earns 12 credits in their freshman fall semester and 14 credits in the freshman spring, 4 semesters of 16 credits and 2 semesters of 15 credits will be enough to earn 120 credits in 8 semesters.
- If you have an advisee who **did poorly in one or two classes but well in others**, invite them to meet with you early in the semester to reflect. Are there study skills that need to be developed? Or academic disciplines that need more work? Does this confirm or draw into doubt the intended POE direction? Based on the answers, the student may want to change their spring semester schedule. They might also find a peer mentor helpful or choose to take advantage of resources like the Writing Center or Tutoring.