Academic Referral Program

The Academic Referral Program is an early intervention process designed to identify students who are experiencing academic difficulty with the aim to assist them with those emerging problems before they become insurmountable.

The teaching faculty is asked to refer students to the Associate Dean for Student Success, Elaine DeBrine Howell, MA, LPCC elaine.debrinehowell@nmt.edu 835-5208, Fidel 286

I will solicit referrals twice in the semester—the beginning of the 3rd week of the semester and the week prior to the deadline to withdraw/change grading options. In addition, I will automatically contact students earning at least 1 D and below midterm grade. Students can be referred at any time during the course of the semester. Once referred, I will attempt to contact the student and will inform the advisor of the referral. Both the instructor and advisor will be emailed a short summary of any and all interventions that occur.

Typical issues of concern:
Absences/lateness
Missed homework, quizzes or tests
Poor performance on homework, quizzes or tests
Inappropriate classroom behavior
Change in behavior
Any other concern you may have

Important Dates:
August 21st—First day of classes
August 24th—Late registration fees begin
August 29th—Last day to add a class
September 4th—Holiday
September 5th—First Academic Referral
September 8th—Last day to drop a class
October 11th—Mid-semester
October 16th—Midterm grades due; midterm intervention
October 30th—Second Academic Referral
November 1st—Grade option, withdrawal deadline
November 23 & 24—Holiday
November 27th—Pre-registration for spring begins
December 8th—Last day of classes
December 15th—End of semester
December 18th—Final grades due
The Academic Referral Program is an early intervention process designed to identify students who are experiencing academic difficulty with the aim to assist them with those emerging problems before they become insurmountable.

The teaching faculty is asked to refer students to the Associate Dean for Student Success,
Elaine DeBrine Howell, MA, LPCC. 
elaine.debrinehowell@nmt.edu 835-5208, Fidel 286

I will solicit referrals twice in the semester—the beginning of the 3rd week of the semester and the week prior to the deadline to withdraw/change grading options. I automatically attempt to intervene with students earning a C- and below midterm grade. Students can be referred at any time during the course of the semester. Once referred, I will attempt to contact the student and will inform the advisor of the referral. Both the instructor and advisor will be emailed a short summary of any and all interventions that occur.

Issues of concern:
Absences/lateness
Missed homework, quizzes or tests
Poor performance on homework, quizzes or tests
Inappropriate classroom behavior
Change in behavior
Any other concern you may have

Important Dates:
August 30th—Last day to add a class
September 5th—Holiday, Academic Referral
September 9th—Last day to drop a class
October 12th—Mid-semester
October 21st—49ers!
October 24th—Academic Referral
November 2nd—Grade option, withdrawal deadline
November 24, 25th—Holiday
November 28th—Pre-registration week
December 9th—Last day of classes
December 16th—End of semester
MAKING EFFECTIVE REFERRALS

- Inform yourself of campus resources, paying particular attention to the names of contact people and the chain of command in various offices.
- Keep a list of names, offices, and telephone numbers at hand for quick reference.
- When talking with students, pay particular attention to their expressed and implied needs. Often students won’t ask to be referred for help, but they very much need a referral. For example, they may express anxiety about their financial affairs without asking for assistance; a referral to Financial Aid or Career Services may be called for if you probe further.
- Do your best to find the right referral. Students may sometimes focus their concerns in an area that is less crucial to their needs. For example, students may express anxiety about whether the registrar will let them withdraw from a class after the withdrawal date. The appropriate referral is however to the Dean of Students, whose prerogative it is to decide whether a withdrawal without prejudice can be allowed.
- It is important that you must have a clear idea of university policies and procedures to settle on the right referral.
- Students are often uneasy about following through with the referral. Try to make them comfortable with the idea, pointing out the friendliness, accessibility, and helpfulness of the people to whom you are referring.
- Try to keep the chain of referrals as simple as possible. Often students will have to visit several offices to complete referral procedures. Help students reduce the “runaround” by finding ways to eliminate steps. Also, work out with students a proper sequence of steps, so that they don’t have to backtrack to accomplish their ends.
- Help students draw up agendas for referrals. Have them jot down crucial questions and procedures for getting the most from the referral. Make notes about referrals, indicating what the referral was intended to accomplish, so that you can refresh yourself for future interviews.
- Facilitate referrals by telephoning the parties to whom you are sending students while those students are with you. Telephoning can be helpful in two ways: it can help you to be sure that you are sending students to the right people for help, and it can give you the opportunity for the student to make an appointment on the spot, which will dramatically improve the contact rate for referrals.
- When you make referrals, jot down notes in your student files that will remind you to ask students on their next visit about the results of their contacts. If students report that they haven’t followed through, find out why not, and discuss the reasons. See if you should make a different referral, or if you need to become more involved in ensuring contact. Don’t take the process over from your students, however, since it is their responsibility to see that their needs are met.
- Check your records every so often to get a sense of the referrals you have made. Student development is an ongoing process, and patterns of needs and growth can be observed in the sequence of referrals you have made. The need for further direction can often be discovered in the previous referrals.
- Follow up on any referral and discuss the outcome with your student. This not only strengthens the teaching relationship, but you become more familiar with the programs and services across campus and their effectiveness.

CAMPUS RESOURCES
Academic Center for Technology—Cramer 132, 835-6700, act@nmt.edu
  • Canvass, Distance Education

Affirmative Action/Title IX—Fitch, 835-5005, Randy Saavedra, randy.saavadra@nmt.edu
  • Sexual Harassment, Sexual Violence, Employment Compliance

Associate Dean for Student Success—Fidel 286, 835-5208, Elaine DeBrine Howell, Elaine.debrinehowell@nmt.edu
  • Academic intervention, Academic Warning, Academic Counseling/Advising, Grade Extensions

Associate VP for Academic Affairs—Brown 200B, 835-5931, Dr. Peter Mozley, peter.mozely@nmt.edu
  • Academic Dishonesty, Policy Appeals

Campus Police—SAC, 835-5434, Chief Scott Scarborough, campus.police@nmt.edu

Career Services—Fidel 267, 835-5780, Tristine Hayward, tristine.hayward@nmt.edu
  • Career Fair, Resumes, Campus/Career Employment

Center for Graduate Studies—Fidel 275 , Dr. Lorie Liebrock, lorie.liebrock@nmt.edu

Counseling and Disabilities—Fidel 114, 835-5443, cell 418-9740, Janet Ward, janet.ward@nmt.edu

Dean of Students—Brown 216, 835-5172, Melissa Jaramillo Fleming, melissa.jaramillofleming@nmt.edu
  • Extended absences, Withdrawal Without Prejudice

Financial Aid—Fidel 200, 835-5333, Kenny Aerts, financial.aid@nmt.edu
  • Scholarships, Student Loans, Workstudy, Work Authorizations

Graduate Student Association, gsa@nmt.edu

Health Center—Fidel 114, 835-5094,

Human Resources—Brown Hall 118, 835-5206, Joanne Salome, joanne.salome@nmt.edu

Information Technology & Communications—Help Desk, Gold 110, 835-5700
  • Campus email, Internet
International Student Programs—Fidel 267, 835-5060, Michael Voegerl, michael.voegerl@nmt.edu

Library—Joseph Skeen Building, 835-5614, Dr. David Cox, david.cox@nmt.edu

Office of Student Learning—Speare 110, 835-6168, Rebecca Clemens, rebecca.clemens@nmt.edu
  • Tutoring, Student Success Workshops, Learning Communities

Office of Communications—Brown 111, 835-5616, Dave Lepre, dave.lepre@nmt.edu

Physical Recreation and Student Activities—Gym, 835-5131, Melissa Begay, melissa.begay@nmt.edu

President—Brown Hall 217, 835-5600, Dr. Stephen Wells, lala.garcia@nmt.edu

Registrar—Fidel 285, 835-5133, Sara Grijalva, sara.grijalva@nmt.edu

Residential Life—Fidel 260, 835-5900, Mitchell Tappen, mitchell.tappen@nmt.edu

Student Affairs—Fidel 267, 835-5060, Michael Voegerl, michael.voegerl@nmt.edu
  • Career Services, International Programs

Student Accounts—Fidel 231, 835-5338, Gigi Garcia, gigi.garcia@nmt.edu
Student Government Association—Fidel 171, 835-5869, nmt.sga.pres@gmail.com

Academic Referral Program
Optional Grade Extension Agreement

At the instructor's discretion, in cases where circumstances, additional time may be given to a student to complete the final work of the course after the final grade is submitted. Please submit a completed Grade Extension Form to Student Success in the Registrar's office.

Assignment
At the time assigned, the student will be asked to submit their final grade that the student has earned at that time. They will be asked to submit this assignment before the last day to change their grade change to be possible.

Changing the grade
Should the instructor not feel that the student has earned the grade that they have submitted, then the Chair of the Department must also sign the Chair's Grade Extension Form.

Section A
Student Name __________________________

Course Name/Number __________________________ CRN ____________

Instructor Name __________________________ Semester and Year ____________

Section B
Reason for Extended Time:

Remaining Requirements:

Deadline to submit Remaining Requirements:

Section C
Student Signature ___________________________________________ Date ____________

Instructor Signature ___________________________________________ Date ____________

Department Chair Signature __________________________________ Date ____________