

Faculty Member submits Section 3 via online form.

Administrative
Staff Scans
Documents and
creates case

Student Notified via Maxient System (Letter #607 or 608) advisor and submitter copied

Student required to meet with submitting faculty member, discuss issue and have document signed.

Student returns signed form to Academic Transitions office, form is scanned and put into Maxient – Case Closed

DEAN OF STUDENTS OFFICE Academic Section 3's

Section 3's Named for its position in the Rules and Procedures of the Faculty (2.2.5. Section 3), indicate a student at academic risk or a student who's behavior is disruptive.