

RE: Spring 2025 - Late Semester Progress Report

We are asking faculty to submit the second and final Progress Report for Spring 2025. With this report we are particularly looking at giving students your guidance as it relates to taking the class pass-fail or withdrawing from the class. The Late Semester Progress Report will be open from 4/7/2024 and will close on 4/25/2025.

Earlier this semester we saw that faculty, trying to do their best to provide as much information as possible, were sometimes submitting multiple Alerts for individual students. We have come to better understand, after hearing from advisors and other support staff, that this approach creates multiple Alerts for students and that these multiples can be challenging to manage and to close. So, to minimize the volume of emails received by both **students** and **staff** regarding Alerts we are asking instructors to do the following:

- For students, where you as the instructor have multiple concerns, please raise the most pertinent Alert, such as Recommend Pass/Fail or Withdrawal.
- Then rather than submit additional cases for the same student we are asking you to include these concerns in the comment field that is available.
 - Options might include 3+ Attendance Absences, In Danger of Failing, and Missing/Late 2+ Assignments or any other pertinent information.
- This clarity will streamline the process within Navigate and yet the advisor can still discuss all of your concerns at the same time.

Need Help Completing Your Progress Report(s)?

- You may wish to [read](#) the How to Complete a Progress Report training guide.
- You may wish to watch a [video](#) on How to Complete a Progress Report. To watch the video, you will be required to enter your BSU **Username** and **Network** password.
 - If your students are doing well in your course(s) and you do not need to raise any Alerts, please login to your Navigate account and access your Progress Report(s) and select the following blue button: **Submit unmark students as not needing feedback (I'm all done)**.

Thank you for your work in supporting our students!

Bob Hudson, M.S.
Student Success & Retention