



**First Peoples Advising Services asks:**  
**Are you in jeopardy of not earning full credit?**

*Have you spoken with your instructor about your progress in your program? Are you earning all of your credits this quarter?*



**1. “How do I know if I am earning all of my credits this quarter?”**

Most faculty will tell you by the end of the fifth week of the quarter if you are in jeopardy of not earning full credit, some will not. This means if you have not heard anything, speak with your instructor at their earliest convenience. Email, call or make an appt. with your faculty and have a quality conversation with them.

**2. “I have not received a warning but should I ask my faculty for a meeting anyway?”**

- Yes, it is always a good idea to check- in.
- Look to see if your instructor has posted office hours where you can drop in to have a brief conversation. They usually include their hours in the syllabus.
- Here is one sample phone or email script to use:  
“Hi, this is \_\_\_\_\_ from your Bioethics class and I was wondering if we could have a conversation discussing my current class status and progress in class. Is there a time that would be convenient for you to meet with me? You can email me at:...or call me at: .....Thank you.”

**3. “I received a warning and I am not sure what to do next.”**

Many students report feeling nervous, anxious, trying to stay under their instructors’ radar, just trying to get by, feeling embarrassed about missed work or missed class(es), or dealing with lots of emotions that have come up. All of these reactions are normal and fairly common.. What is essential is that you deal directly with the situation. Facing your circumstances is the best option since, generally, it will only get worse if you don’t.

Faculty tell us all the time that they wish students would work with them and share their troubles and frustrations. When students do so in an honest and frank manner, faculty are more often than not willing to work with students. Building back your academic record is possible and it will take intentional planning, time, dedication and commitment.

**4. “So what is the best way to proceed at this point?”**

If you are concerned that you may not earn full credit and want to take steps to amend your record or make up lost work, here are a few steps that may help you move on. First, calmly realize and assess the reality of the situation. Then contact your faculty and book an appointment. Here is a sample script:

“Hi, this is \_\_\_\_\_ from your Bioethics class and I received a fifth week warning. I was wondering if we could have a conversation to talk about my current status in class and about some ideas on improving my class work and /or how I could possibly address some of these issues. Is there a time that would be convenient for us to meet?”

While you are waiting for a response from your instructor, prepare for the meeting.

## Are You In Jeopardy of Not Earning Full Credit?

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### 5. "How do I prep for this meeting?"

#### Assess where you are:

- Study your syllabus. Clarify for yourself exactly where you are with the class assignments.
- Do you know what your instructor's expectations are? They are usually included in your syllabus?
- Are there any classes you missed or have been late to?
- Are there any assignments that you missed?
- Have you been a positive contributing class member?
- Think about why there may have been a disconnect, and be honest about how you might address the situation now and in the future. If you need help with this, utilize one of the resources at the end of this document.
- Remember, faculty do not want to hear excuses but they *are* open to hearing honest reasons and well thought out solutions.

#### Create a plan of action:

- At your appointment have a proposal in hand to focus your conversation with your instructor. Of course, they will also have ideas about what you need to do. *And*, when you come with a planned proposal, your instructor will see that you are making an effort to address the situation..
- Be ready to present some ideas. For example, look to see if there was any recommended reading. Perhaps you could do a short presentation or paper on that extra reading?
- Remember that you may not be able to make up the missed work, especially if it is something that was based on in-class discussions or activities, like Labs. It is up to your instructor as to whether or not they are inclined to give you extra time (after all, giving you more time to complete work and reviewing your work, often means extra work for them) so be prepared for a possible, "No."
- Even if the answer is negative at this point, the faculty may offer you other options once they see your commitment.
- Give them a timeline with dates; make a proposal about work missed, extra reading or similar reading from the same author or subject....
- Offer to make up missed work at Breaks if needed.

**Once you have a plan of action, become a stellar student from now on. Be on time!!  
Never, ever come even a few minutes late. Always be prepared and do all of your work to  
the best of your ability and never miss a deadline.**

### Campus Resources:

*Any of the following offices will be able to assist you with how to answer these tough questions, how to come up with a plan and even how to improve your academic skills.*

#### First Peoples Advising Services

**Location** Library Building 2153 **Phone** (360) 867-6467 **Fax** (360) 867-5343  
**Email** firstpeoples@evergreen.edu

#### Writing Center

**Olympia Location** Library 2304 **Phone** (360) 867-6420  
**Email** writingcenter@evergreen.edu

#### Academic Advising

**Location** Library 2153 **Phone** (360) 867-6312 **Fax** (360) 867-5343  
**Email** intakea@evergreen.edu

#### Quantitative & Symbolic Reasoning Center

**Location** Library 2304 **Phone** (360) 867-5547  
**Email** fostergv@evergreen.edu