



Issuing Academic Warnings Instructions

Contact your Department Chair or Dean for specific guidance regarding Academic Warnings.

To Submit an Academic Warning:

- 1) Log in to [MyRecords](#)
- 2) Click on Faculty
- 3) Click on “Academic Warnings”
- 4) Select the term and CRN of the course in which the student is registered
- 5) Click on the student who should receive the warning
- 6) Verify the information on the screen is correct
- 7) Click “Add a new notice”
- 8) Complete the form as appropriate
- 9) Carefully verify the information on the screen before clicking “Save”

Academic Warnings are emailed to the student’s Eagles email. Student must review and acknowledge receipt via MyRecords.