Making Academic Updates in MAP-Works

Note: If you want to have the Retention Office intervene with a student you must submit a Referral rather than an Academic Update. You need to do Academic Updates only when you receive a request from the Provost’s Office to do so.

Step 1: Log in to MyGate
Step 2: Click on the Teaching/Advising tab

Step 3: Click on the MAP-Works link
Step 4: From your MAP-Works home page, click Academic Update Requests.

Step 5: You can then click on Pending Requests to see whether a request has been sent to you.
Step 6: Click on the student’s name

Step 7: Click High or Low failure risk and then click Submit Updates. It would be most helpful if you also indicate the student’s grade, absences, and provide a brief comment before clicking Submit Updates.

Note that you can submit an Academic Update on only one student or you can submit updates on all of the students in your class. One or All? It is up to you!