

# Student Success Attendance and Early Alert System



In collaboration with the Office of Student Retention and Completion and the Office of the Registrar, the university is implementing a **Student Success Attendance and Early Alert System** during the 2021-2022 Academic Year. Early Alert is a proactive, student-centered system of communication between faculty, staff, and academic advisors that facilitates the identification of students who appear to be struggling in the academic setting. The goal of the system is to provide students with resources and support *early in the semester* to aid them in their success at the university.

## **General Guidance for Course Instructors**

Based on conversations with faculty, staff, and administrators, the main intention of this early alert system is to identify issues related to academic performance, student attendance and tardiness, and repeated minor problems related to lack of engagement with course materials and procedures. Any issues or concerning behaviors including but not limited to mental or physical health concerns, distressing social behaviors, substance abuse, significant change in appearance, refusal to comply with rules or codes of conduct, aggressive behavior, etc., should be reported to their respective Deans offices immediately through normal operating procedures.

**The Early Alert system does not take the place of any other reporting system or protocols on campus.**

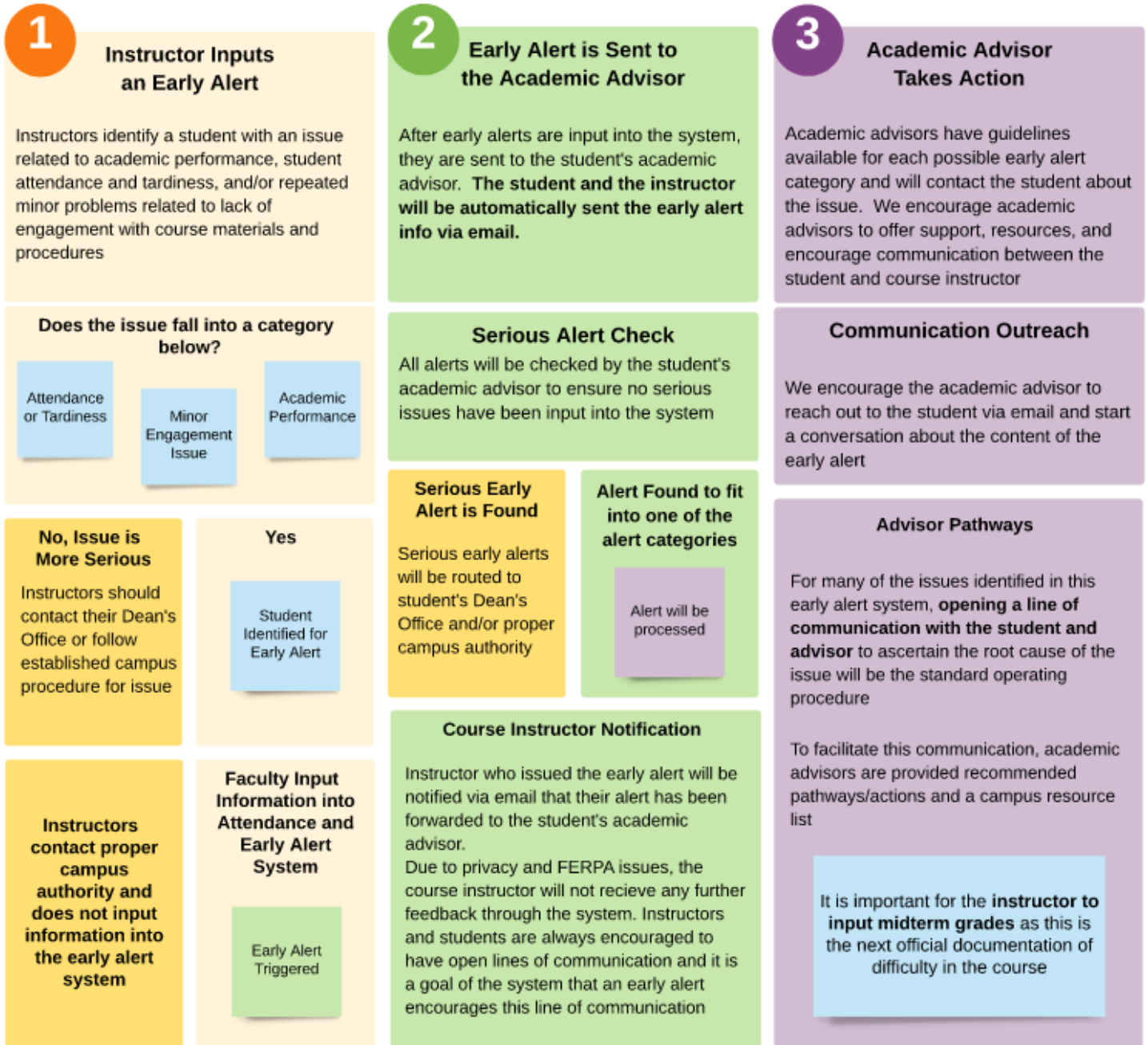
Course instructors should address common classroom management issues directly with students and not through the early alert system (i.e., overuse of cell phones or other technology, common talking disruptions, etc.) unless repeated offenses turn into a class distraction. This does not prohibit other issues from being input into the system; however, we would like to focus on common issues that all academic advisors can respond to similarly. This system of communication does not take the place of normal communications between instructor and student. Weekly reminder emails will be sent to course instructors about inputting early alerts and completing the attendance/roster portion of the system

## **Guidance for Attendance/Roster Review**

The new online system includes not only the capability to issue early alerts but also the capability to record attendance, much as you would do when the Registrar's Office sends you a traditional paper roster at the beginning of each term. *This is not a system to track daily class attendance.* Instructions on how to use the attendance portion of the system can be found in the separate instructions document. Please also follow the roster guidance that comes from the Office of the Registrar to identify enrollment issues with your class roster.

# Early Alert and System Workflow

Instructors teaching in the regular terms may begin issuing early alerts at the beginning of week two of the semester. Online graduate instructors teaching in special terms may begin issuing early alerts at the start of their term. Instructions for submitting an early alert can be found in the separate instructions document. Once an instructor determines a student with an issue, this is the workflow for addressing the early alert.



## Questions about the Student Success Early Alert System?

Please reach out to:

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