

EARLY ALERT SCENARIOS FOR INSTRUCTORS

Is it new, relevant, valuable information about a student's decisions, experience, progress, and/or needs?
Select UPDATE.



Does it require *timely action* by the student or the student's success network?
Select ALERT.



Instructor notices that a student has been struggling with class attendance and the quality of work is diminishing.



Academic Support Center and **Student Success Center** view this notation and work together to reach out to the student via phone or email.



The Responder encourages the student to schedule a meeting with a Success Coach to work on time management skills and accountability.



Instructor reaches out to the student about this particular class, but feels the student could probably use more support. Instructor shares with success network via an **Update** in the Quick Notification Tool and selects **Attendance Category** and **Academic Performance**.



Student provides explanation about the situation.



The Responder posts response under the Update to share steps taken.



Instructor has student who has missed several classes and has not turned in major assignments. The instructor has communicated to the student about potential need to withdraw.



The student's **Faculty Advisor** receives email about Alert. The Advisor reaches out via phone or email to explain effect of withdrawal in terms of GPA, academic progress, etc.



The Faculty Advisor provides the student with the instructions for how to withdraw and offers any additional assistance to complete the process.



The deadline to withdraw from a full semester course is next week, so the instructor selects **ALERT** through the Quick Notification Tool in the BrightSpace Faculty Resource "Submit a concern or update". Selects **Recommend Withdrawal Category**.



Student has been informed about their options and feels empowered to make a decision. They decide to withdraw from the course.



Student collects signature and submits withdrawal form on time to the Registrar's office.