

# CATEGORIES AND RESPONDERS

## MISSED ASSIGNMENTS



Student Success Center (SSC) Coaches

#### Is the student:

- missing deadlines to turn in assignments?
- consistently requesting additional time to complete assignments?
- having troubles navigating syllabus, Brightspace, or other programs?

## **ATTENDANCE**

Student Success Center (SSC) Coaches

#### Is the student:

- missing three or more consecutive classes with no communication?
- not adhering to attendance policies outlined in your course syllabus?
- · frequently showing up late?
- not communicating about expected absences?

NOTE: SU Attendance Policies can be found in the <u>Student</u>
<u>Handbook</u>. Also, the Intermittent Attendance accommodation allows
for leniency in a professor's attendance policy due to a student's
disability. More information can be found in the Intermittent
Attendance Guidelines on the <u>Faculty Resources</u> page and by
contacting <u>Accessibility Services</u>.

## ACADEMIC Performance



Academic Support Center (ASC)

#### Is the student...

- in danger of failing the course?
- multiple exams/assignments turned in with little improvement?
- turning in work, but the quality is inadequate for course standards?
- in need of tutoring services?

**Note:** Performance may relate to the need for shortterm or long-term accessibility accommodations.

## **CONNECTEDNESS**



Student Success Center (SSC) Coaches Accessibility Services

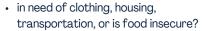
#### Is the student:

- thinking of leaving Shepherd?
- · showing signs of social isolation?
- expressing interest in getting involved?
- wanting to get involved with student community service events?
- · wanting leadership training?
- possibly in need of short-term or longterm academic or residential accommodations?

## **HEALTH & WELL-BEING**

Intervention Team (BIT)

### Is there a possibility a student is:



- needs a specific test from the Health Center? or physically ill?
- injured or recovering from an injury?
- experiencing a mental health crisis?
- · reporting an accident or emergency?
- being harassed, bullied, or in an abusive situation?

**Note**: Student may have access to shared information. Do not share specific details. It is more helpful to say, "This student needs a reach out."

## **FINANCIAL**





## Is the student...

- at risk for being dropped for nonpayment?
- struggling to pay their tuition, fees, or course materials?
- In need of financial assistance to purchase academic supplies?
- wondering about a scholarship, grant, or other aid?

## **ACADEMIC ADVISING**



Faculty Advisor Advising Assistance Center (AAC)

#### Is the student:

- navigating the catalog and not understanding degree requirements?
- · exploring a major change?
- questioning their degree progression or course selection?
- debating to withdraw from a course, increase credit hours or go part-time?
- concerned about their GPA and its impact on their Academic Standing?
- requesting more information about the petition process for academic policy regulation exceptions?

## RECOMMEND WITHDRAWAL

Faculty Advisor



#### Is the student:

- expressing their decision to withdraw from a course?
- struggling to obtain necessary signatures?
- needing assistance with the withdraw process?

## Are you suggesting a course withdrawal for this student?

**Note:** Be aware of what withdrawing from a course or semester means for the student's academic progress.

## **REGISTRATION NOTICE**

Office of the Registrar Student Success Center (SSC)



#### Is the student:

- expressing their decision to withdraw from the University or multiple courses?
- thinking of leaving Shepherd, or sharing information or reasons related to leaving Shepherd?
- seeking an official withdrawal from the University?

