KENT STATE UNIVERSITY

COLUMBIANA COUNTY
EAST LIVERPOOL · SALEM

Early Alert

Student Academic Referral Procedures

For more information, contact:

Deborah Woods
Academic Services -- East Liverpool Campus
dwoods1@kent.edu
330-382-7528
or
Sarah Motts
Academic Services -- Salem Campus
smotts@kent.edu
330-337-4202

Table of Contents

What is Early Alert?

Research indicates that successful institutions are proactive in both identifying and intervening with at-risk students. The Early Alert System is designed to provide faculty with an easy way to partner with other campus professionals to reach out to students. Understanding that *early* identification of student at-risk behaviors is critical for student success, the system is available for faculty use beginning the second week of the semester. Although the bulk of referrals take place up through the tenth week of the semester, the system does remain active after the tenth week for concerns that may become evident near the end of the term. The areas of concern include:

- Multiple missing assignments
- Poor class performance (exams, assignments, projects, etc.)
- Difficulty comprehending course material
- Poor class attendance / inappropriate classroom behavior
- Personal problems

Faculty are asked to submit an Early Alert notification in one of the following cases:

1. After faculty have reached out to the student but attempts have not been successful
2. If the faculty feel the student presents concerns that require additional support beyond their capabilities for their individual class

Objective:

- Through early identification and the application of appropriate support strategies, students exhibiting at-risk behaviors will enhance their opportunities for improved academic performance throughout the semester.

After an Alert is submitted:

- A member of the Student Services staff will receive a copy of the early alert report as submitted by the faculty.
- Upon reviewing the information as contained in the early alert referral, Student Services will attempt to contact the student by phone and/or email. This contact will include a review of the referral and recommendations of corrective strategies, to include meeting with the referring faculty member.
- The referring faculty member will receive feedback from Student Services as to any student contact and/or action taken.
- Student Services will attempt to respond to referrals within two-three days of submission.

How To Submit An Alert

Step 3: Select the appropriate semester.

Step 4: Select the correct course with CRN.

Kent State University Flashline - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

https://flashline.kent.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dbanweb%26url%3dhttps://keys.ker

Kent State University ...   Most Visited   Getting Started   Latest Headlines

FlashLine

Back to
Faculty & Advisor Tools Tab

Docs   E-mail   Groups   Logout   Help

Kent State University Self Service

Personal Information   Student and Financial Aid   Faculty Services   Employee

Step 5: Make sure you select the correct student and respond to the Yes

SITE MAP   HELP   EXIT

810480126 Nadir J. Akbar
Fall 2010
Aug 31, 2010 12:41 pm

Select a Student to Report

Term: Fall 2010
Course: DESTINATION KENT STATE FYE - 16702

Student Name: Baldwin   , 810   2

[Submit]

[Select Term | CRN Selection(Your Sections) | Early Alert System]

RELEASE: 7.2

KENT STATE UNIVERSITY

Kent State University Flashline - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

https://flashline.kent.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dbanweb%26url%3dhttps://keys.ker

Kent State University ...   Most Visited   Getting Started   Latest Headlines

FlashLine

Back to
Faculty & Advisor Tools Tab

Docs   E-mail   Groups   Logout   Help

refer them for assistance. Individuals from across the eight campus system provide support for students who are experiencing academic difficulties. Your referral may provide the support needed for these students to persist in college

Upon receipt of the referral, a designated individual (s) per campus will then:

- Make contact with the student referred
- Develop a course of action in conjunction with the student
- Make appropriate referrals and recommendations for further services
- Consult with other professionals on campus to further explore concerns and s
- Monitor student progress

Step 6: Make sure you select the correct student and respond to the Yes or No Prompts.

Please provide very detailed comments in the comment box about your concern. It helps our office staff connect the student to appropriate

Course Information

DESTINATION KENT STATE FYE: EXPL - US 10097 111

CRN: 16702
Duration: Aug 30, 2010 - Dec 12, 2010
Status: Active

Early Alert List

Record Number	Student Name	ID	Excessive Absences	Low exam grades	Missing assignments	t prepared for class	Discuss drop options	Students Email
1	Baldwin, F	8105	○ Yes ⦿ No	○ Yes ⦿ No	○ Yes ⦿ No	○ Yes ⦿ No	○ Yes ⦿ No	✉
CLASS:	Freshman							

In the comment box, please provide any additional pertinent information to give a more detailed description of the problem. Please specify if you have discussed the situation with the student and the outcome. Your comments are very valuable as our staff determines the best ways to follow up with the student.

Required Field *

Comments:

[Submit] [Reset]

Done   flashline.kent.edu

4

Information on NF/SF Grade Submittals

When to submit?

Please submit as early in the semester as possible if a student has stopped or never attended and still appears on your class roster. Recording one of these grades prompts an e-mail from the Registrar's office that could help the student resolve the issue in a timely manner.

What is an NF grade?

The NF (Never attended Failing) grade denotes that the student never attended the class nor did the student formally withdraw from the course. The NF grade will count as an F.

What is SF?

The SF (Stopped attending Failing) grade denotes that a student stopped attending the course and did not formally withdraw. The SF grade will count as an F and should be accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which the student participated.

SF grades are not appropriate for students who stop attending after the course withdrawal deadline. After that time, grades should be based on student performance in the completion of course requirements.

How to submit?

SF/NF Grading is recorded in your Kent State University Flashline account.

> *Click on "Faculty & Advisor Tools" tab at the top of the page.
> *On the left side panel in the Faculty Advisor Toolbox, Click on NF/SF Grading under
>   Submit Grades section
> *Select the appropriate semester and appropriate course.
> *Select the correct student and record appropriate grade.
> *Press Submit

Is it easy to change?

Yes, if the student returns or shows up in class and he/she continues with the course, please go to your final grade roster and remove the NF/SF grade as soon as possible.

Email from Registrar to Students Receiving NF/SF

Urgent Grade Information
Dear : Matthew

Your instructor has reported a grade of NF (Never Attended F) or SF (Stopped Attending F) for you in the following course(s):

Term	Subject	Course	Section	Title	Grade	Date	Instructor Email
201260	ARTH	12001	700	ART AS A WORLD PHENOMENON	SF	16-MAY-12	otest@kent.edu

Please note that a grade of NF or SF will count as an F in calculating your grade point average.

If you have been awarded federal or state financial aid for the current term, this grade may adversely affect your federal or state aid eligibility, and you should contact the Financial Aid office for more information.

If you are receiving any type of GI Bill benefits, this grade could affect that benefit, and may cause you to owe the Veterans Affairs (VA) a portion of your funds. Please contact your VA Certifying Official with any questions.

If you believe a grade of NF or SF was reported in error, contact your instructor immediately to discuss your specific circumstances.

If the NF or SF is an accurate report because you either "never attended" or "stopped attending" the course(s) listed, you may use FlashFAST to withdraw from the course(s) but **ONLY IF** you complete the action **by the withdrawal deadline** for each course.

To find withdrawal deadlines, visit the Registrar's website at http://www.kent.edu/registrar/. Click on the "Schedule of Classes Search" button. Select the appropriate term, then click the "Detailed Class Search". Use the search to find your class, then look at the Registration Deadlines column to find drop and withdrawal dates. Also, note that withdrawal deadlines vary for courses with beginning or ending dates that differ from the start and end dates of a regular term. For additional information on withdrawal deadlines for flexibly scheduled or open learning courses, you may call the Office of the University Registrar at 330-672-3131.

To process a course withdrawal in FlashFAST, login to FlashLine at www.kent.edu and click on Student Tools & Courses. Go to the Add or Drop Classes page and withdraw from the selected course(s) using the options available from the Action drop-down box. Review the Status column to verify each withdrawal has been processed and go to the Student Printable Schedule page to print a copy of your revised schedule to keep for your records.

If you need assistance in determining the appropriate course of action or have questions after the withdrawal deadline, contact your College or Regional Campus Advising Office immediately.

Sample Email Contact

Dear STUDENT'S NAME,

The professor from your CLASS NAME course is concerned about your performance (LIST SPECIFICS) in class and has referred you to our office through the Early Alert system here on campus. We are contacting you to encourage you to take a few simple steps that could help you succeed. They are as follows:

1. Meet with your professor during office hours to discuss ways to succeed in the course. Office hours and contact information will be listed on your course syllabus.
2. Schedule an appointment with your academic advisor to discuss ways to assist you with your success.
3. Make an appointment to visit me in Academic Services to discuss your options and resources available for your success.

We believe in your abilities to be successful and we are here to help. Schedule an appointment by giving me a call at 330.xxx.xxxx

Thank You,

Xxxxxxxxx xxxxx