


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

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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 1: Click on the Faculty & Advisor Tools under the FlashLine

Step 2: Click on "Early Alert System" under the For Faculty section of the

Faculty & Advisor Toolbox

For Faculty
Click on [FlashFAST](#) for your full Faculty Menu.

Also choose from:

- [Class Roster - Detailed](#)
- [Class Roster - Summary](#)
- [Early Alert System](#)
- [Faculty Schedule](#)
- [Submit Grades](#)
 - [NF/SF Grading](#)
 - [Grade Processing Deadlines](#)
 - [Midterm](#)
 - [Final](#)
 - [Grade Change](#)

For Advisors

- [Explore Majors and Degrees: GPS Roadmaps](#)
- [FlashFAST](#)
- [KAPS](#)

Training Resources for Faculty and Advisors
See the FlashLine Help tab or [visit the training section of the ERP Web site](#).

Tip to Help Your Students
Students can now learn how to find their Banner ID on the FlashLine Help tab's FlashLine FAQs channel.

Flu Preparedness Update
Updated Sept. 3, 2009

Kent State University is working to minimize the potential impact of swine flu on campus and is taking steps to protect the health, welfare and safety of our students, faculty and staff.

Kent State's university-wide Health Emergency Preparedness Team is working with the city, county and the state to track the spread of the disease and plan the university's response. Information regarding what you can do to avoid catching the flu this season is available on the [Flu Preparedness Web site](#).

FERPA

Step 2: Click on "Early Alert System" under the For Faculty section of the

hold a position of trust relative to student and University information in any form and must recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information as outlined in FERPA and its amendments, the Ohio Revised Code Section 102, and the Kent State University Policy Register.

Faculty and advisors are granted access to student information on a need-to-know basis. Faculty and advisors are not permitted to exhibit or divulge information from student records except in the conduct of work assignments in accordance with University and office policies. Faculty and advisors should keep in mind that assigned computing system USERID(s) and associated passwords are considered highly confidential and are not to be shared with anyone.

Violation of FERPA regulations and related policies listed below may lead to reprimand, suspension, dismissal, or other disciplinary action.

[Access related policies.](#)

Contact the [University Registrar](#) at 330-672-3131.

Faculty Grade Assignment

DESTINATION KENT STATE US 10097 Fall 2009 ✓
FYE

Final Grades

Faculty Schedule

Today is: Jan 12, 2010

Advisor Dashboard

Term:

ID:

-Or-

Last Name:

Quick Links

For Faculty & Advisors

- [Catalogs](#)
 - [Graduate](#)
 - [Undergraduate](#)
- [Catalog Course Descriptions](#)
- [Flash ALERTS Sign Up](#)
- [GPA Calculators](#)
- [Online Phone Directory](#)
- [Processing Dates](#)
- [Schedule of Classes Search](#)

Just For Advisors

- [Academic Advisor Handbook](#)
- [Philosophy & Strategies for Academic Advising](#)
 - [Advisor Responsibilities](#)
 - [Student Responsibilities](#)
- [Class Search](#)
- [KAPS](#)
- [View Registration Entry Schedules](#)

Other Resources

For Faculty

- [Collective Bargaining Agreement, Tenure-track Faculty \(pdf file\)](#)
- [Collective Bargaining Agreement, Full-time Non-Tenure-Track Faculty \(pdf file\)](#)
- [Councils & Committees](#)
- [Faculty Personnel Forms](#)
- [Faculty Senate](#)
- [Promotion, Tenure, Reappointment & Other Guidelines](#)
- [Provost Office, Resources](#)

For Advisors

Step 3: Select the appropriate semester.

Step 4: Select the correct course with CRN.

Kent State University Flashline - Mozilla Firefox

FlashLine

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

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, I. 810 [redacted] 2

Submit

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

RELEASE: 7.2
KENT STATE UNIVERSITY

Kent State University Flashline - Mozilla Firefox

FlashLine

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
- Monitor student progress

Course Information
DESTINATION KENT STATE FYE: EXPL - US 10097 111

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

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

| Record Number | Student Name | ID | Excessive Absences | Low exam grades | Missing assignments | Not prepared for class | Discuss drop options | Students Email |
|---------------|------------------------|-----------------|--|--|--|--|--|----------------|
| 1 | Baldwin, I. [redacted] | 8105 [redacted] | <input type="radio"/> Yes <input checked="" type="radio"/> 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

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,

Xxxxxxxxxx xxxxx

