

Early Alert

The Early Alert System is a collaborative effort between faculty, staff, coaches, and students to help students get back on track academically. The goal of the program is to promote academic success for students by:

- Identifying students having trouble with course material
- Providing students timely support and direction to appropriate campus resources
- Encouraging students to utilize campus resources and to also, communicate with professors, advisors, coaches, and supervisors
- Helping students learn useful self-advocacy skills
- Making the college transition process more enjoyable by providing more opportunity for academic success

TYPES OF ALERTS AND WHEN TO SUBMIT ALERTS

Academic

As the instructor, coach, or supervisor, you are the first point of contact for the student. It is expected and assumed you have discussed with the student either in-person or through email your concerns regarding their performance and have referenced the related areas that apply within your syllabus, team expectations, or employment contract. An alert implies the student has continued the behavior after you have attempted to address it.

Missed Classes/Practices/Work: Student has missed two or more consecutive classes or has missed regularly (but not consecutively). You are concerned that a student has stopped attending your class. The student has not responded to your email after missing one or more classes.

Habitually Late: Student is frequently and/or disruptively late on a consistent basis.

Homework Not Submitted: Student never, rarely, or inconsistently turns in assignments. You are concerned that a student has not turned in multiple assignments for your course. The student has not turned in a major assignment.

Poor Performance on Tests or Quizzes: Student's exam or quiz grades indicate he/she is not grasping the material. Student's grade is in jeopardy or may be in the future if this level of performance continues. Student has missed an exam and has not contacted you within a reasonable amount of time.

At Risk of Failing Course: Student is likely to fail course unless drastic changes are made, or you believe student should consider withdrawing from your course.

Behavioral

As the instructor, coach, or supervisor, in most cases it is assumed you have discussed the behavior of concern with the student referencing your syllabus and/or the “Standards of Classroom Behavior” in the College Catalog and/or the Student Handbook. If at any time you feel threatened or feel another student is being threatened involve Campus Safety immediately (ext. 1703)

Disruptive Behavior: Student demonstrates disorderly, abusive, drunken, violent or excessively noisy behavior or expression. Behavior that impairs or disrupts classroom processes.

Act Which Threatens Safety: Student threatens or commits physical violence against self or other persons. *Alert Campus Safety immediately (ext. 1703).*

Harassment: Student demonstrates conduct that is sufficiently severe, pervasive, or persistent to interfere with another individual’s work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile or offensive.

Health Risk: You are concerned about a student’s physical health based on his/her inappropriate behavior and/or appearance and/or actions.

Medical Attention: Student is experiencing or has experienced an illness or injury that could be affecting his/her academics and/or behavior.

Mental Health: You are concerned about a student’s mental health based on his/her inappropriate behavior and/or concerning communication(s).

Planning to Withdraw from Saint Mary’s: You believe or have confirmed that a student may be planning to leave the University.

Personal

Financial: Student is struggling with finances, or is concerned about finances. Student is working extended hours to pay bills which may be affecting sleep and/or classes.

Death in the Family: A student has shared that a family member or close friend has died. (Please include relationship if known.)

Family Crisis: A student shares concerns about a family member’s health, marital issue, or other family related issue.

Other: When no other alert type fits your need.