

## ACADEMIC SUCCESS COORDINATOR

### COORDINATES ENTIRE EARLY ALERT PROCESS

- Oversees the entire Early Alert program
- Maintains statistical information to determine usage, how well system is working
- Provides support for academically at-risk students
- Coordinates efforts between faculty member initiating alert, faculty advisor, and student to holistically address the issues that prompted the issuing of the early alert
- Meets with students to discuss a variety of strategies and resources to improve class engagement and academic performance

## FACULTY MEMBER

### SEE:

- Classroom or personal behavior, or a marked change in behavior
- Class attendance and participation
- Test/quiz scores
- Missing or late assignments

### THINK

- Am I familiar with this student?
- Is a pattern of behavior emerging?
- Have I spoken with this student before?

### DO

- Submit an Early Alert
- Connect to student's academic advisor and other support on campus

## ACADEMIC ADVISOR

### SEE:

- Receive Early Alert

### THINK

- What is my relationship with this student?
- Am I aware of other factors that may be influencing a student's behavior/performance in the classroom?
- Have previous alerts been issued for this student?
- Consider the course in relation to student's academic plan and holistically assess overall situation in developing response

### DO

- Provide individualized academic outreach based on each student's needs