Academic Alert System
Faculty Guidance

The Academic Alert System, formerly known as the Early Alert System, was developed by the Committee on Retention Efforts (CORE) to streamline the identification of academically at-risk students. This system enables faculty to connect students with essential support services early in their academic journey, enhancing their chances of success. Recent updates have been made to the Academic Alert System to improve its effectiveness. The following guidelines outline the correct process for faculty to submit alerts:

Communicate with Your Students Ahead of Time:
- Clearly inform your students that you will be utilizing the Academic Alert System to connect them with campus resources designed to support their academic success.
- This communication can be incorporated into your syllabus, posted on D2L, and discussed individually with students.

Accessing the System:
- The Academic Alert System is available through the Faculty Services tab in PAWS.

Student Communication about the Academic Alert:
- While it is no longer mandatory, it is strongly encouraged that you communicate with the student before submitting an alert.

Timing of Alerts:
- Faculty should begin submitting Academic Alerts as early as there is a concern, but no later than the **second week** of the term.

Reasons for Submitting an Alert:
- Alerts should be submitted for any of the following reasons:
  - Non-attendance
  - Poor performance on assessments
  - Risk of failing the course

Providing Detailed Information:
- Include sufficient detail to enable the Academic Success Center and other campus services to provide effective support. The details should include:
  - relevant information about the student's situation;
  - steps you have taken to address the issue prior to submitting the alert; and
  - course-related data, such as attendance records and grades, which can assist in supporting the student

Monitoring and Updating Alerts:
- Faculty are encouraged to monitor the progress of the Academic Alert within the system. You can track communication efforts, view when contact has been made with the student, the types of support provided, and other pertinent information.
- Faculty can also contribute to ongoing communication and update the Academic Alert if there are any changes or developments in the student's performance.