

# ACADEMIC ALERT SYSTEM

The Academic Alert System is available through the Faculty Services tab in PAWS

## COMMUNICATE

Clearly inform your students that you will be utilizing the system to connect them with campus resources designed to support their academic success.



## DISCUSS

While it is no longer mandatory, it is strongly encouraged that you communicate with the student before submitting an alert.

## WHEN

Faculty should begin submitting alerts as early as there is a concern, but no later than the **second week** of the term



## SUBMIT

Reasons for Submitting an Alert:

- Non-attendance
- Poor performance on assessments
- Risk of failing the course

## DETAILS

Include sufficient detail to enable the Academic Support Center to provide effective support including course related data such as attendance records and grades.



## MONITOR

Faculty can track the progress of Academic Alerts and contribute additional information if necessary.