Early Alert

Faculty Resources

For more information, Contact:
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Student Success Programs
Olson Hall – Undergraduate Studies Suite
330-672-8726
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**What is Early Alert?**

Early Alert allows faculty to identify students who are struggling in class so that Student Success Programs can help provide support. This system is available the third through tenth week of the semester. It is designed to provide faculty with an easy way to partner with other campus professionals to reach out to students. The areas of concern include:

- Multiple missing assignments
- Poor class performance (exams, assignments, projects, etc.)
- Difficulty comprehending course material
- Poor class attendance (more than three unexcused absences)
- Personal problems

**Faculty are asked to submit an Early Alert notification in one of the following cases:**

1. After the faculty has reached out to the student but attempts have not been successful
2. If the faculty feels the student present concerns that require additional support beyond their abilities for their individual class

**Objectives:**

- Students will enhance their academic performance throughout the semester.
- Students will develop an increased level of awareness of the university resources available on campus.
- Students will develop college success skills and behaviors needed to perform well.
- Faculty will develop a greater awareness of, and partnership with, university resources available to assist students on campus.

**After an Alert is submitted:**

- Each workday, a staff member in the Office of Student Success Programs will upload the report of alerts sent the previous day(s).
- After the reports are pulled, a staff member in the Office of Student Success Programs will review the alert and the detailed comments submitted by the faculty member.
- Upon review of the comments, the staff member will decide what campus resources the student needs and decides on the appropriate office that should follow up with the student.
- Once the office is identified, the student’s information will be sent to a previously identified contact person in that office.
- The Office of Student Success Programs will conduct this process within 3 business days after the alert is submitted.
How To Submit An Alert

Step 1: Click on the Faculty & Advisor tab within Flashline.

Step 2: Click on “Early Alert System” under the For Faculty section of the Faculty Advisor Toolbox panel located on the far left side of the page.

Step 3: Select the appropriate semester.

Step 4: Select the correct course with CRN.
Step 5: Make sure you select the correct student and respond to the Yes or No Prompts.

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 resource and allows university staff to provide the student with the best help possible.
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. By 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 students never attended the class nor did the students 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 students 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

date Fri, February 10, 2013 at 12:24 PM
subject NF / SF Grade Notification
mailed-by kent.edu

Urgent Grade Information
Dear : Jane

The Registrar's Office has received notification that your instructor has reported a grade of NF (Never Attended F) or SF (Stopped Attending F) for you for the following course(s):

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Course Section</th>
<th>Title</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>200910</td>
<td>ANTH</td>
<td>90001 001</td>
<td>Anthropology Test Course</td>
<td>SF</td>
<td>10-APR-09</td>
</tr>
</tbody>
</table>

Please note that a grade of NF or SF will count as an F in calculating your grade point average. 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, go the Registrar's Office home page at www.registrars.kent.edu, select the Menu for the appropriate term(Fall, Spring, Summer), then select Withdrawal From Any or All Courses. 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(see Processing Dates for Classes link). 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. 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 Early Alert Student email

From Academic Advising Units

Dear STUDENT’S NAME,

The professor from your CLASS NAME course is concerned about your performance 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. Their office hours will be listed on your course syllabus.
2. Schedule an appointment with me, [INSERT NAME], your Academic Advisor to discuss ways to assist you with your success. You can schedule an appointment by going to the following website: http://www.kent.edu/academics/resources/Advising.cfm

We believe in your abilities to be successful and we are here to help. Schedule an appointment by using the link above or giving me a call at 330.672. [EXTENSION].

Thank You,

YOUR NAME
ACADEMIC ADVISOR
SAMPLE Early Alert Student Email

For Non-Academic Units

Dear STUDENT’S NAME,

The professor from your CLASS NAME course is concerned about your performance 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. Their office hours will be listed on your course syllabus.
2. Schedule an appointment with your Academic Advisor to discuss ways to assist you with your success. http://www.kent.edu/academics/resources/Advising.cfm
3. Make an appointment to visit me in the Student Success Programs in the Undergraduate Studies suite of Olson Hall 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 330.672.9292.

Thank You,

Meghan Cisar
Assistant Director
Student Success Programs
Campus Resources

Academic Success Center: 330-672-3190
Bursar: 330-672-2626
Campus Ministries: 330-672-4050
Career Services Center: 330-672-2360
Center for Student Involvement: 330-672-2480
Counseling and Human Development Center: 330-672-2208
English as a Second Language Center: 330-672-3818
Financial Aid: 330-672-2972
Office of Global Education (International): 330-672-7980
Parking Services: 330-672-4432
Police (KSU): 330-672-3070
Psychological Clinic (Psychology Department): 330-672-2166
Psychological Services (Health Center): 330-672-2487
Registrar: 330-672-3131
Residence Services: 330-672-7000
Student Accessibility Services: 330-672-3391
Student Conduct: 330-672-4054
Student Legal Services: 330-672-9550
Student Multicultural Center: 330-672-3560
University Health Services, DeWeese Health Center: 330-672-2322
Upward Bound: 330-672-2920
Writing Center: 330-672-1787
Student Services

ACADEMIC SUPPORT SERVICES

Drop-In Tutoring

1st Floor Library – Math, Accounting, Economics, Science, Statistics

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3pm-7pm</td>
<td>9am-7pm</td>
<td>9am-7pm</td>
<td>9am-7pm</td>
<td>9am-7pm</td>
<td>9am-3pm</td>
<td>1pm-5pm</td>
</tr>
</tbody>
</table>

Manchester Hall  Monday, Tuesday, Wednesday, Thursday  7pm-10pm
Prentice Hall  Monday, Tuesday, Wednesday  7pm-10pm
Tri-Towers  Sunday, Monday, Tuesday, Wednesday, Thursday  7pm-10pm

Scheduled Tutoring

A variety of options are available. Please sign up by visiting 207 Schwartz Center, Monday through Friday, 9am-4pm.

Supplemental Instruction

Supplemental Instruction is a voluntary group tutoring component for select classes. Sessions are available on a drop-in basis. For information regarding courses and session times: www.kent.edu/si

Student Support Services

Student Support Services is a federally funded program that promotes academic progress through scheduled tutoring in addition to academic personal assistance for students who meet at least one of the following eligibility requirements:

- First-generation college student
- Low income (including Pell Grant recipients)
- Registered with Student Accessibility Services

Register in 207 Schwartz Center, Monday through Friday, 9am-4pm

eTutoring – KSU and the Ohio Collaborative Network provide free online tutoring at: www.etutoring.org

Free Tutoring Available in:

- ACCT 23020 – Financial Accounting
- ACCT 23021 – Managerial Accounting
- ARTH 22006 – Art History
- BSCI 10001 – Human Biology
- BSCI 10110 – Biological Diversity
- BSCI 10120 – Biological Foundations
- BSCI 20200 – Biological Structure & Function
- BSCI 20201 – Basic Microbiology
- BSCI 30140 – Cell Biology
- BSCI 30156 – Elements of Genetics
- CHEM 10050 – Fundamentals of Chemistry
- CHEM 10052 – Intro to Organic Chemistry
- CHEM 10060 – Gen Chemistry I
- CHEM 10061 – Gen Chemistry II
- CHEM 20481 – Basic Organic Chemistry I
- CHEM 20482 – Basic Organic Chemistry II
- CHEM 30481 – Organic Chemistry I
- CHEM 30482 – Organic Chemistry II
- CS 10051 – Intro to Computer Science
- CS 13001 – Computer Science I
- ECON 22060 – Principles of Microeconomics
- ECON 22061 – Principles of Macroeconomics
- *FR 13201 – Elementary French I
- *FR 13202 – Elementary French II
- GEOL 23040 – Earth Dynamics
- *HIST 12070 – US History: Formative Period
- *HIST 12071 – US History: Modern Period
- MATH 10020 – Pre-Algebra
- MATH 10021 – Basic Algebra I
- MATH 10022 – Basic Algebra II
- MATH 10023 – Basic Algebra III
- MATH 10024 – Basic Algebra IV
- MATH 10041 – Elem Probability & Stats
- MATH 11008 – Explorations in Modern Math
- MATH 11009 – Modeling Algebra
- MATH 11010 – Algebra for Calculus
- MATH 11012 – Intuitive Calculus
- MATH 11022 – Trigonometry
- MATH 12001 – Algebra & Trigonometry
- MATH 12002 – Analytic Geom. & Calc I
- MATH 12003 – Analytic Geom. & Calc II
- MATH 12011 – Calculus with Precalculus I
- MATH 12012 – Calculus with Precalculus II
- MATH 12021 – Calculus for Life Sciences
- MATH 14001 – Basic Math Concepts I
- MATH 14002 – Basic Math Concepts II
- MATH 21001 – Linear Algebra
- MATH 22005 – Analytic Geom. & Calc III
- MATH 30011 – Basic Probability & Stats
- MATH 24056 – Fund of Business Statistics
- PHYS 21002 – Intro to Formal Logic
- PHYS 11030 – Seven Ideas-Shock Universe
- PHYS 13001 – General College Physics I
- PHYS 13002 – General College Physics II
- PHYS 13011 – College Physics I
- PHYS 13012 – College Physics II
- PHYS 23101 – Gen University Physics I
- PHYS 23102 – Gen University Physics II
- *PSYC 11762 – General Psychology
- PSYC 21621 – Quant Methods in Psych
- *SOSC 12050 – Intro to Sociology

*Indicates Scheduled Tutoring Only
Writing Commons
Tutors come from many majors in the university, and can offer support to writers in courses across the curriculum. Students are not required, but encouraged to bring a draft of their paper. Students should bring a description of the assignment, notes, earlier drafts, and (if possible) instructor’s written feedback.

Why? Tutors will help students:
- Help you understand assignments and get started
- Help you develop a focus, create and refine a thesis, add supporting details, and delete distracting material
- Help you learn to proofread
- Help you learn and understand grammar and punctuation
- Encourage you to express your ideas clearly
- Help you find the resources you need to adhere to your instructor’s format requirements

Where and When? 4th Floor, Library
- Monday 10am - 8:30pm
- Tuesday 10am - 8:30pm
- Wednesday 10am - 8:30pm
- Thursday 10am - 6:30pm
- Friday 10am - 3:15 pm
- Saturday 3:15 pm - 8:30pm

Writing Commons: 330-672-1787
http://writingcommons.kent.edu/

MENTAL HEALTH SERVICES

University Health Services: 330.672.2487
http://www.uhs.kent.edu/psych/psychindex.htm

Short-term and goal oriented services provided for KSU students. Students are charged for these services and they can be submitted to the individual’s health insurance.

- Individual Therapy
- Psychological Testing
- Consultation Services
- Crisis Intervention Counseling
- Couples Therapy
- Group Therapy

Where?
DeWeese Health Center

Hours:
Monday-Friday 8:00a-5:00

Emergency 24-hour Nurse Line: 330.672.2326
Counseling and Human Development Center: 330.672.2208
http://chdc.educ.kent.edu/

Free services for students provided on a variety of topics. Students will complete an intake with a counselor who will then connect them with someone who will best meet their needs.

- Relationships
- Adjustment Issues
- Depression
- Death or Loss
- Past Hurts
- Sexual Identity/Issues
- Burn-Out
- Childhood/Adolescence
- Worry
- Procrastination
- Time Management
- Career Choice
- Alcohol and Drugs
- Life Goals
- Marital Difficulties
- Anger
- ADD/ADHD
- Study Skills
- Life After Graduation
- Roommates
- Family Issues
- Balancing Multiple Obligations

Where?
325 White Hall

Hours:
Monday-Wednesday 9:00a-9:00p
Thursday 9:00a-5:00p
Friday 9:00a-2:00p
Saturday 9:00a-1:00p

Psychological Clinic: 330.672.2372
http://dept.kent.edu/psychology/clinic.cfm

Free services for students provided on a variety of topics. Students should contact the center to fill out initial paperwork and a counselor will contact them to make an appointment. Psychological assessment is available for a fee.

The clinic offers psychotherapy for:
- Individuals, both students and members of the community
- Couples
- Children
- Families

Provide treatment for a wide-range of disorders, including:
- Depression
- Anxiety
- Eating disorders
- Problems with alcohol or drugs
- Dealing with stress or traumatic events

Where?
DeWeese Health Center

Hours:
Monday-Friday 8:00a-5:00p
*evening appointments available