Freshman College-Early Alert Procedure

Professor issues an early alert.

Case is triggered.

- 4+ Unexcused Absences
- Not Completing Assignments
- Student has not logged in 3+ days (for online courses)
- Student has not logged into winter mini course

Within 2 business days of the alert, the advisor will contact the student via email.

Student Responds to Advisor

Advisor closes case and alerts professor.

Student Does Not Respond to Advisor

No response within one business day, a text message will be issued by the advisor.

If the student does not respond within one business day of the text message, a phone call will be placed to the student.

Student Responds

If the student has not responded to the advisor within a week of the alert being issued, the advisor will assign the alert to Mechelle.

Student Responds

Mechelle or graduate worker* will utilize all resources to contact the student i.e. housing, finding the student in their class, and/or sending the letter home.

If no response within 2 weeks of the alert issued, the case will be closed for "did not respond to advisor".

Case is not triggered.

- Failed/Missed Exam
- Drop the Course
- Currently Failing - Able Pass Contact Professor

Failed/Missed Exam

Student is told to contact professor if they missed their exam. They are also given academic support and tutoring information.

Currently Failing - Able Pass Contact Professor

Student is told to contact their professor for more information.

Drop the Course

Student is given instructions on how to drop their course and the deadline.

Alert is Complete