Orange Success Early Alert and Kudos Flags

Advisor Key: AC=Academic/College, **ADVL**=Advising Leader, **AL**=Academic Leadership; **CA**=Career, **CDR**=Center for Disability Resources, **CM**=Case Managers in Dean of Students office, **CPS**=College of Professional Studies, **FA**=Financial Aid, **FM**=Faculty/Major, **Gen**=General, **HNR**=Honors, **SA**=Success, **S/C**=School/College, **SSR**=Student Support/Retention Counselor, **VA**=Veterans

Flag Name	Who Can Raise Flag	Who can VIEW flag	Who Receives Notification (Relationship based)	Action	Who ADDRESSES/ CLEARS Flag	Flag Justification	Response Expectations
Attendance/Low Participation Concern - **Informational**	Instructor, TA; AC, CPS, GEN	Course instructor/Tas; assigned advisors = AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CM, CPS, VA, AL	Student; AC, CA, CDR, SSR, SA, CPS, VA	No Action	Flags will be automatically cleared weekly by the System Administrator.	A student is not attending class and/or not participating.	Advisors will monitor. No response needed. Decision based on faculty input.
Attendance/Low Participation Concern - **Grade at Risk**	Instructor, TA; AC, CPS, GEN	Course instructor/TAs; assigned advisors = AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CM, UC, VA, AL	Student; AC, CA, FM, CDR, SSR, SA, CPS, VA	AC, FM, SSR should monitor	Instructor, TA, Academic Advisor	A student's grade could be negatively effected by not attending class or participating.	Advisor will monitor and watch for patterns of absences, if available, and intervene.
Absence Notifications	CM, and/or S/C, the System	Everyone	Student, Assigned instructors and TAs	Varies according to situation	N/A	Student absence or student reports potential absence.	Instructors, TAs, and/or Advisors take actions to support student.
Low Quiz/Test Scores	Instructor, TA; AC, CPS, GEN	Course instructor/TAs; assigned advisors = AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CM, CPS, VA, AL	Student; AC, CA, FM, ODS, SSR, SA, CPS, VA	AC, FM, SSR should monitor	Instructor, TA, Academic Advisor	A student's grades are below the course expectation. Course expectation is defined by the faculty member according to the class syllabus.	Advisors will monitor. Watch for pattern of low quiz/test test scores.
Assignment Concerns	Instructor, TA; AC, CPS, GEN	Course instructor/TAs; assigned advisors = AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CM, CPS, VA, AL	Student; AC, CA, FM, CDR, SSR, SA, CPS, VA	AC, FM, SSR should monitor	Instructor, TA, Academic Advisor	To alert the student of missing, late, incomplete or poor assignments. At the discretion of the faculty member to determine the type of assignments.	Advisor will monitor. Watch for patterns in courses, if available, and intervene.
In Danger of Failing*	Instructor	Course instructor/TAs; assigned advisors = AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CM, CPS, VA, AL	Student; AC, ADVL, CA, FM, ODS, SSR, SA, UC, VA	Primary AC, FM, SSR	Instructor, TA, Academic Advisor	A student is in danger of failing a course. An advisor can counsel student to either change behaviors or withdraw from course.	Advisors will respond **ASAP**, typically within 1 business day.
Never Attended/Stopped Attending	Instructor	Course instructor/TAs; assigned advisors = AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CM, CPS, VA, AL	Student; AC, CA, FA, CDR, SSR, SA, CPS, VA	Primary AC, SSR and ADVL	Instructor, TA, Academic Advisor	A student has not attended class.	Advisor responds ASAP, typically 1 business day.

*indicates a critical flag that overrides individual notification settings for personal profiles and will send immediate emails.

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Non-Academic Concern*	Instructor, TA, AC/Gen/FM , SSR	AC, ADVL, CM	AC, CDR, SSR, CPS	Primary AC, SSR	Associate/Assistant Dean from the student's home college	**To express any non-academic concerns you have about a student that don't fall within other definitions.** *Students do NOT receive email notification when this flag is raised, unlike other flags.*	Advisor or DoS office CM responds ASAP, typically 1 business day.
Conduct Concern Reprimand	Office of Community Standards (OCS)	S/C Need to Know "Student Concern" List; Residence Director; CM	S/C Need to Know "Student Concern" List	At discretion of S/C	S/C Need to Know "Student Concern" List	Student receives disciplinary reprimand for Alcohol and Other drugs--not for other conduct reprimands. (Paper letter to S/C show details)	General check-in, not specific to incident leading to "reprimand." Gentle outreach vs confrontation. (Alcohol transport = manditory S/C meeting)
Conduct Concern Probation	Office of Community Standards (OCS)	S/C Need to Know "Student Concern" List; Residence Director; CM	S/C Need to Know "Student Concern" List	S/C Need to Know "Student Concern" List	S/C Need to Know "Student Concern" List	Student receives disciplinary probation. (Paper letter to S/C show details.)	Designated school/college staff communicates with student.
Roommate & Neighbor Issue (corresponding student-raised flag)	AC; Residence Director; CM	S/C Need to Know "Student Concern" List; Residence Director; CM; AC; Housing	Residence Director	Residence Director	Residence Director	Student reports having a signifcant roommate conflict.	Communication from Residence Life and Housing to develop an action plan.
Student having Trouble Adjusting to College (corresponding student-raised flag)	Everyone in the system	S/C Need to Know "Student Concern" List; Residence Director; CM; AC	S/C Need to Know "Student Concern" List	S/C Need to Know "Student Concern" List; CM	S/C Need to Know "Student Concern" List; CM	Indicators that a student is having difficulty adjusting to college.	Communication between person raising the flag and the appropriate staff persons identified as "need to know" contacts to develop an action plan.
Student considering transfer out of SU	Everyone in the system	S/C Need to Know "Student Concern" List; Residence Director; CM; AC; FA; Director of Retention	Director of Retention, Advisors	ADVL and Director of Retention	Director of Retention	Student and/or family member reports a student is considering transferring outside of SU.	Those who receive notification develop an action plan.

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3 Flag / 6 Flag Alert	System	AC, ADVL, CM	AC, SSR, CPS	Varies according to flags	Automated by system	Automatically raised by the system when there are three active, or six active flags, on a student.	Advisors will respond with message tailored to flag contents.
Not Registered/Less than full-time	System	AC, ADVL, CM	AC, CDR SSR, CPS	Academic Advisor follows up with student to discuss holds, etc.	Automated by system	Automatically raised by the system.	Advisors will respond with message tailored to flag contents.
Missing Mandatory Assignments	All Advisors; New Student and Family Programs (NSFP)	AC, ADVL, CA, FM, HNR, CDR, SSR, SA, CPS, VA, AL	Student; AC, CA, HNR, ODS, NSFP, SA, UC, VA	Primary AC, FM, SSR	Primary AC, FM, SSR	To notify student of outstanding manadatory assignment. Include directions to inform student of required steps to comply.	Advisor responds ASAP, typically 1 business day.
Keep up the Good Work	Instructor, TA	Everyone	Student	N/A	Should not be cleared during the term. Bulk cleared at the end of the term.	Positive reinforcement.	No response needed by Advisors.
Outstanding Academic Performance	Instructor, TA	Everyone	Student	N/A	Should not be cleared during the term. Bulk cleared at the end of the term.	Positive reinforcement.	No response needed by Advisors
Showing Improvement	Instructor, TA	Everyone	Student	N/A	Should not be cleared during the term. Bulk cleared at the end of the term.	Positive reinforcement.	No response needed by Advisors

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