The Early Alert program is sponsored by the Academic and Student Affairs Division as a retention tool used to identify students early in the semester who are experiencing academic difficulties or who could benefit from referrals to appropriate campus resources. Utilizing the functionality of the Student Success Collaborative (SSC) software, the University has developed a web-based, user-friendly and more efficient Early Alert system to replace the manual Academic Alert.

Our commitment is to student success, a goal that requires the participation of the entire MSU Denver community. Providing intervention assistance early in the semester is very important to enhance student persistence and graduation rates.

The goals of the Early Alert program are to:

- Increase student success in meeting their academic goals.
- Improve student persistence and graduation rates.
- Decrease the number of students on academic warning and probation.
- Increase communication between students, faculty and advising professionals.

**Faculty Role**

As a faculty member at MSU Denver, you have the best and earliest perspective on a student’s ability to complete the course work necessary for your class. Your role is to identify students who may need assistance or who excel academically, and serve as part of a network of early intervention and support. Your participation is integral in meeting the programs goals and the University’s strategic plan.

Faculty can start providing attendance feedback on students during the 2nd week of the semester. Faculty will be requested to provide feedback on students’ performance via a progress report between the 4th and 8th week of the semester. This allows faculty members with varying course requirements and timelines to provide feedback during a time that works with their class schedule, yet still provides early enough information for timely intervention. Faculty members teaching self-paced courses should use their best judgement to determine any attendance and/or performance concerns during the Early Alert process.

**Program Outline**

- Faculty members initiate attendance feedback starting the 2nd week of the semester through the feedback system in SSC.
- Faculty members initiate performance feedback starting the 4th week of the semester through the feedback system in SSC.
- The feedback provides students with a formal notification regarding concerns in the classroom and recommended next steps.
- Timely notifications are emailed out to students through SSC throughout the 6-week period.
- The alerts will be monitored regularly by academic and student affairs departments and follow up by faculty and staff will be conducted with students, as needed.
- Faculty and staff members can look up individual students in SSC during advising sessions to see if he/she has an alert for the current semester.

**Early Alert Access**

Faculty members will receive an email with a direct link to the page in SSC where their feedback can be provided. This link can be accessed both on- and off-campus. To be eligible to participate in Early Alert, a faculty member must be teaching during the active term and listed as the primary instructor for the specific class/section.
Providing Attendance Feedback
During phase I (Attendance Alert), faculty members will receive an email request from Hediyeh Arasteh, Coordinator of Tutoring & Early Alert, with a web link directing them to their class roster(s). An example of the email is provided below:

Below is the form faculty members will see once they have selected “Click to Begin Entering Student Feedback”.

Here faculty members will be able to mark students (listed by their preferred name on file with MSU Denver) who are currently attending their classes as “Active” and mark any students who have a last day of attendance. For those students who were enrolled in a class but never attended, faculty members will check the “Never Attended” option and fill in any additional comments. At the bottom of the form faculty members will notice a checkbox “Mark remaining as active”, if they select this option the form will automatically fill in the rest of the unmarked students as “Active”.

Once faculty members are finished, they may simply click the “submit” button, and they will receive a pop up message letting them know that they have successfully completed feedback.
Providing Performance Feedback

During phase II (Progress Report), faculty members will receive an email request from Hediyeh Arasteh, Coordinator of Tutoring & Early Alert, with a web link directing them, again, to their class roster(s). An example of the email is provided below:

Below is the form faculty members will see once they have selected “Click to Begin Entering Student Feedback”.

Here faculty members will be able to mark students (listed by their legal name on file with MSU Denver) who they believe to be “At-Risk” based on class performance. Faculty members will also have the opportunity to identify high performing students in their course(s) as a way to acknowledge students’ effort. Students that faculty members submit feedback on will receive an email reflecting that feedback. The feedback will also automatically alert a staff member who is part of Early Alert (EA) and coordinated outreach will occur.
Faculty members may select any of the Early Alert (EA) reasons listed below for each student, and may select more than one reason per student as needed:

- Non-Attendance
- Missing Assignments
- Low Grades on Exams/Assignments
- Student is On Track

Faculty members may provide additional feedback as needed by entering information into the “Comments” field.

Once faculty members are finished, they may simply click the “submit” button and they will receive a “thank you” email letting them know that they have successfully completed feedback. An example of the email is provided below:

**Issuing An Alert For A Non-Monitored Student**

Faculty members may issue an alert for a student in their course who does not appear on the Early Alert roster (is not in a monitored student population such as first-year student, transfer student, etc.). Faculty members may do so by logging in to their SSC Campus account and selecting “Issue an Alert” from the right hand side of the page under “Actions”. The faculty member may then enter the student name, reason for assistance, and the course that is associated with the alert. Additional comments may be added as well. Once the alert is submitted, both student and advisor will receive a message and outreach will occur.