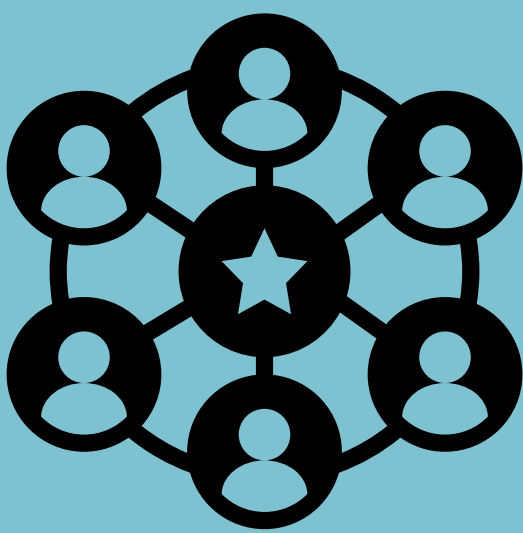


# FACULTY EARLY ALERTS

## BEST PRACTICES FOR SUBMITTING FACULTY ALERTS

### WHY SUBMIT AN ALERT?

By submitting a faculty alert you have direct access to the student's advisor. Together, we can provide the student with a network of support!



### WHEN SHOULD I SUBMIT AN ALERT?

The faculty alert should be used when there are concerns with student performance, but also to celebrate successes. Some examples of common alerts include:

- Poor attendance
- Missing assignments
- Financial burdens
- Personal hardships
- Thoughts of leaving the University
- Issues with Classroom Behavior
- Strong academic performance

### WHAT HAPPENS AFTER I SUBMIT AN ALERT?

The student's professional advisor is automatically alerted and will reach out to the student via phone, email, and text within 48 hours. If the advisor is unable to reach the student during this initial attempt, they will set a task for themselves to reach out again five days later. Submitting faculty will be looped in with a resolution when/if the student replies.



### WHAT IF I DON'T HEAR BACK FROM ADVISING?

Unfortunately, student's are not always responsive to outreach, so in some instances there may not be a specific resolution despite several outreach attempts. If the initial concern persists, or a new concern arises, please submit another faculty alert. This allows us to track data on student needs and support being offered.



Thank you for continuing the collaboration and collective efforts to support student success, and the retention of our students!



**BAY PATH**  
UNIVERSITY