

# Faculty Early Alerts

A GUIDE FOR TAWC INSTRUCTORS

## DO

Attempt to reach out to the student before submitting an alert

Refer a student to tutoring and provide additional learning resources before submitting an alert

Use the alert form to provide positive feedback on exceptional student performance in addition to expressing concern

Keep the lines of communication with the advisor open regarding the alert and student follow-up  
*(feel free to continue conversations with the advisor about the same issue via email exchange)*

## DON'T

Submit an alert for missing assignments until the late work due date has passed *(four (4) days beyond the due date)*

**\*\*This excludes Week 1 as no week 1 assignment can be accepted late**

Submit an alert for a student before classes begin  
*(students who don't participate in the first few days of classes will be contacted by the advising team)*

Submit multiple alerts for the same student issue - continue communicating with the advisor regarding the initial alert until a resolution is reached

Submit an alert for late discussions unless it becomes a pattern  
*(no late discussion submissions are accepted)*