Instructor raises flag using the Early Warning Grade Progress Survey

If student is in residence halls, Housing is notified in VandalStar.

If student is not in residence halls, Housing is notified in VandalStar.

Student is notified in VandalStar and by email.

Advisor is notified in VandalStar and by email.

Advisor monitors flags for their caseload utilizing a triage method that fits their population and adheres to campus-wide common practice.

Student connects with instructor.

Instructor clears flag with reason: “The concern was successfully addressed" and leaves comment.

Advisor monitors flags for their caseload utilizing a triage method that fits their population and adheres to campus-wide common practice.

Advisor reaches out to student at least 3 times using 3 different methods of contact, logging contact attempts in flag comments.

Beginning on 9/24/18, Housing reaches out to student and encourages them to connect with advisor. Housing Academic Coordinator logs contact attempts in flag comments.

Advisor reaches out to student at least 3 times using 3 different methods of contact, leaving comment.

Student does not respond.

Student does not connect with advisor or instructor.

Flag is auto-cleared by system after end of semester.

Potential contact methods include, but are not limited to:

- VandalStar message
- Email
- Phone call
- In-person contact

Workflow for Early Warning Grade Progress Survey Flags

Affected Flags:
- D
- F
- Poor Attendance
Proposed Workflow for Student Raised Flag

Flag examples (potentially):
- I need help from my advisor
- I need help from my instructor
- I need help

Student raises flag.

Advisor is notified in VandalStar and by email.

Advisor monitors flags for their caseload. Advisor must initiate reply within two business days.

Advisor reaches out to student at least 3 times using 3 different methods of contact, logging contact attempts in flag comments.

Student connects with advisor.
Advisor clears flag with reason: "The concern was successfully addressed " and leaves comment.

Student does not respond within one week.
Advisor clears flag with reason: "The concern was not successfully addressed" and leaves comment.

Potential contact methods include, but are not limited to:
- VandalStar message.
- Email
- Phone call
- In-person contact
**Proposed Workflow for Academic Issue Flag**

Faculty or staff raises flag.

- Student is notified in VandalStar and by email.
- Advisor is notified in VandalStar and by email.

- Student does not connect with flag-raiser within two weeks.
  - Advisor monitors flags for their caseload. No action is necessary for flags that have been active for less than two weeks.
  - If this flag is advisor-raised, advisor may choose to continue outreach attempts or escalate this flag to the appropriate person (e.g. Advising or Academic Leadership).

- Student connects with flag-raiser.
  - Flag-raiser clears flag with reason: “The concern was successfully addressed.”

- Student connects with advisor.
  - Advisor (or leadership) clears flag with reason: “The concern was successfully addressed.”

- Advisor (or leadership) reaches out to student at least 3 times using 3 different methods of contact, logging contact attempts in flag comments.
  - Student does not respond.
  - Advisor (or leadership) clears flag with reason: “The concern was not successfully addressed” and leaves comment.

Potential contact methods include, but are not limited to:
- VandalStar message.
- Email
- Phone call
- In-person contact
Proposed Workflow for Attendance Issue & Missing/Late Assignments Flags

Instructor raises flag.

Student is notified in VandalStar and by email.

Advisor is notified in VandalStar and by email.

Advisor monitors flags for their caseload. No action is necessary for flags that have been active for less than two weeks.

Student does not connect with instructor within two weeks.

Student connects with instructor.

Instructor clears flag with reason: "The concern was successfully addressed."

Advisor reaches out to student at least 3 times using 3 different methods of contact, logging contact attempts in flag comments.

Student connects with advisor.

Advisor clears flag with reason: "The concern was successfully addressed."

Student does not respond.

Advisor clears flag with reason: "The concern was not successfully addressed" and leaves comment.

Potential contact methods include, but are not limited to:
- VandalStar message
- Email
- Phone call
- In-person contact
Proposed Workflow for In Danger of Failing

Instructor raises flag.

- Student is notified in VandalStar and by email.
- Advisor is notified in VandalStar and by email.

- Student does not connect with instructor within one week.
- Advisor monitors flags for their caseload. No action is necessary for flags that have been active for less than one week.

- Advisor reaches out to student at least 3 times using 3 different methods of contact, logging contact attempts in flag comments.

- Student connects with instructor.
- Student connects with advisor.

- Instructor clears flag with reason: “The concern was successfully addressed” and leaves comment.
- Advisor clears flag with reason: “The concern was successfully addressed” and leaves comment.

- Student does not respond.
- VandalStar Admin bulk-clears flag after the semester has ended.

Potential contact methods include, but are not limited to:
- VandalStar message.
- Email
- Phone call
- In-person contact