

## Early Academic Alert System

Fall 2013 revision

### **Purpose:**

The Early Academic Alert System (EAAS) is a program through which faculty can alert a student, the student's academic advisor, and relevant support services on campus that the student is performing poorly in a particular course. This program is designed as a tool which enables Faculty and Advisors to partner together in identifying students who are struggling academically early in the semester. The program is targeted toward freshman students during the first six weeks of class, but is available to all faculty regardless of their students' level. If a student becomes aware of their lack of academic performance during the first six weeks of the semester, that student will likely have the opportunity to improve his or her grade to an acceptable, passing level.

The goal is to connect struggling students with the appropriate academic support services in an effort to identify and remediate the source of their academic difficulties. These services include: subject-specific tutoring at ACE, academic skills workshops at ACE, personal counseling at the UNF Counseling Center, one-on-one meetings throughout the term with their academic advisor, and other services applicable to each student's unique needs. These students will also be referred back to their course instructor for more intensive and course-specific work during office hours.

### **Procedures:**

The EAAS operates slightly differently for different classifications of students. How the EAAS is operated for each student depends on where that student is advised. Faculty initiates the EAAS by filling out the Early Academic Alert System online form in Banner Self- Service, under the Faculty & Advisor Menu. It is listed as an option on this menu page. An email will be generated through Banner to the student with a

copy going to the student's advisor. The faculty member who initiates the request will also get an automatic email stating the student has been contacted.

**First Time in College (FTIC) students:**

Banner will generate an automatic email to the student and the specific ACE advisor. The assigned advisor will contact the student directly to set up an appointment so they can identify the source(s) of the student's academic difficulty (e.g. poor study skills, poor time management, difficulty understanding the course material, etc.) and will suggest strategies to improve those academic deficiencies. The ACE advisor will also refer the student back to their instructor for one-on-one help during office hours.

**Sophomore and Lower-Level Transfer students:**

*If the student has an assigned ACE advisor:* The same process will be followed as for FTIC students.

*If the student does not have an assigned ACE advisor:* The EAAS coordinator will contact the student directly to set up an appointment so they can identify the source(s) of the student's academic difficulty (e.g. poor study skills, poor time management, difficulty understanding the course material, etc.) and will suggest strategies to improve those academic deficiencies. The EAAS coordinator will also refer the student back to their instructor for one-on-one help during office hours.

**Junior and Senior students:**

Banner will generate an automatic email to the student and the specific college contact. The specific college contact will contact the student directly to discuss the student's academic difficulties and the ways in which those difficulties can be successfully addressed.

**Honors students:**

Banner will generate an automatic email to the student and the specific Honor's contact. The Honors advisor will then contact the student directly to discuss the student's academic difficulties and the ways in which those difficulties can be successfully addressed.

**Academic Improvement Plan form:**

The Academic Center for Excellence will provide an academic improvement form to all academic advisors across campus for use when advising EAAS-referred students. The form will be embedded in the automatic email generated through Banner to the student and advisor.

This form provides an efficient structure upon which advisors can base their discussions with these students and a convenient way to document those discussions. Together, student and advisor will identify the major sources of the student's academic difficulties and will discuss options to address those difficulties (including utilizing academic support services across campus and working regularly with their instructor to improve their grade, as well as the possibility of withdrawing from the course).

**Follow up with faculty:**

After the academic advisor meets with the student, the advisor will send the completed Academic Improvement form to both the student and the faculty member who referred that student. If the student does not respond to the advisor's request for a meeting, the advisor will contact the referring faculty member and communicate that, as well.