

THE EARLY ALERT PROCESS

Steps in the Process

1

GATHER INFORMATION

In order to submit an early alert, you will need some key information, including the student's name, email address, course number, and key issues you see the student struggling with.

2

OPEN THE EARLY ALERT FORM

Once you have the key information noted above, go to the [early alert form](#).

3

COMPLETE ALL ITEMS IN THE FORM

In order for the appropriate team to contact the student and support them with specific issues you have observed, please complete all items on the early alert form. There will be multiple pages in this form, so be sure to click "Next" to move through the survey.

Academic support for:	Advisory support for:	Health and safety:	Academic integrity:
(a) Critical thinking (b) Library/Research (c) Writing/APA format (d) Statistics (e) Other learning support	(a) Any question/concern (b) Financial advice (c) Unresponsive student	(a) Student of concern (b) Support for instructors	(a) Academic standards, i.e. reporting plagiarism
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Next >>

4

THE APPROPRIATE TEAM CONTACTS THE STUDENT

Once the early alert is submitted, the appropriate team will contact the student within 24-48 hours with additional information to support them with the issues you identified. This outreach might come from an advisor, a writing specialist, or a librarian, depending on the concerns you included in the early alert.

5

FEEDBACK FROM THE WRITING CENTER

If the student needed help with writing and/or APA style and chooses to submit an assignment for review to the Writing Center, he/she will receive feedback within 24 hours.