




















Tracking Item	Item Description	Faculty/Staff Responsible	What to do?
 Attendance Concern	Raise this when a student has not been attending class regularly.	Instructor	Discuss with student and close the loop upon resolution
 General Concern	Use this flag to express any concerns you have about a student.		Discuss with student and close the loop upon resolution
 I Need Assistance in A Course	Student-raised notification to instructor.		Reply to student and close the loop upon resolution
 Keep up the Good Work	Raise this to encourage a student and acknowledge his/her good work.		No additional action required
 Outstanding Academic Performance	Raise this when a student demonstrates outstanding academic performance.		
 Showing Improvement	Raise this when a student has shown improvement.		
 Student Flagged 2 times	System-generated notification which identifies any student with at least 2 active flags regardless of flag type.	Counselor/ Support Program Designee	Designee will follow-up and assign to Counselor
 Attendance Concern Referral	Raise this when a student has not been attending class regularly and follow-up by Student Services personnel is requested.		Designee will follow-up and assign to Counselor
 General Concern Referral	Raise this when a concern about a student may necessitate collaboration with a Counselor, Advisor, or Academic Support Service.		Designee will follow-up and assign to Counselor
 Visit Counseling Services	Academic Support Service Referral		Designee will contact student to schedule a meeting with a counselor
 Financial Aid Referral	Academic Support Service Referral	FA Designee	Designee will follow-up and close the loop upon completion
 Tutoring Referral	Academic Support Service Referral	Tutoring Designee	Designee will follow-up and close the loop upon completion

 = **FLAG**

 = **KUDOS**

 = **REFERRAL**

MIDTERM PROGRESS REPORT Tracking Items

Tracking Item	Item Description	Faculty/Staff Responsible	What to do?
 Passing – Grade A	Raise when student's current grade is an A.	Instructor/ Student Success Program Staff	No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 Passing – Grade B	Raise when student's current grade is a B.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 Passing – Grade C	Raise when student's current grade is a C.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 In Danger of Not Passing – Grade D	Raise when student's current grade is a D.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 Not Passing – Grade F	Raise when student's current grade is an F.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly

 = **FLAG**

 = **KUDOS**

 = **REFERRAL**