

# EARLY ALERTS



- What they are
- Why we have them
- What you should do
- How to avoid them

## 1. What is an Early Alert????

If an instructor becomes concerned that you are at risk of not successfully completing the course, the instructor may issue an “early alert.” Think of this alert as a LIFE PRESERVER! Your instructor wants to reach out to you and offer you some “rescue” assistance if you need it.

**The alert sends emails to the following people:**

- YOU
- Your advisor
- Student Success advisors

**The instructor may issue an alert for one or more of the following reasons:**

- You have been absent from an in-class class
- You are not participating in a class at the level you SHOULD participate in order to succeed in the class (applies to in class classes **AND** online classes)
- You are not making progress in the class (for example: you are not turning in homework, or you are not demonstrating that you are learning the material, your homework grades are below average, or your test grades are below average)
- Your instructor believes you would benefit from tutoring

## 2. What to do if you get an Early Alert. . .



1. **Talk to your instructor immediately. If there have been unavoidable circumstances preventing you from making progress, honestly explain the circumstances. If not, take responsibility for any actions (or lack thereof) that have contributed to your lack of progress. Questions to ask your instructor:**

- “What do I need to do to bring my grade up?”
- “Is there any work I can make up?”
- “What other recommendations do you have for me to make better progress?”
- Ask about anything else you may not understand about the material, your assignments, or about any requirements of the class.


2. **Follow through with your instructor’s recommendations.**

3. **Come by STUDENT SUCCESS and work with a tutor for extra support.**

### 3. Purposes of the **Early Alert** . . .

1. To make you aware that your current level of performance will **NOT** lead to success in the class. You need to know **EARLY** so that you can make the changes you need to make before it is **TOO LATE** to earn a passing grade.
2. To initiate an intervention by your advisor and/or by the Student Success staff who are here to support you and help you find ways to overcome challenges that may be preventing you from succeeding in one or more classes. You will be contacted by the Student Success advisor associated with your campus to discuss your situation and help you find solutions.
3. To help you keep making progress toward your education goals. (Failing a class is a waste of your time and money.)
4. To take action that will also help you stay eligible for any financial aid you may be receiving. You **MUST** maintain Satisfactory Academic Progress (SAP) to stay eligible for financial aid (Pell, Student Loans, Challenge Scholarships, Go Grants, etc.) **SAP= completing at least 2/3 (67%) of your credit hours successfully– grade of ‘C’” or BETTER!**

### 4. How to **AVOID** receiving an **Early Alert** . . .

1. Attend your ‘in-class’ classes. . . Be on time. 
2. Participate in all of your classes. If ‘in-class,’ listen, take notes, be prepared when you arrive to class by having done the required reading and other assignments, take part in classroom discussions, ask good questions in class. If ONLINE classes, take discussion board questions **seriously**, read them **carefully**, and answer them **thoroughly**; turn in your homework assignments on time; email your instructor with any questions you have; reply thoughtfully to your classmates discussion board answers, etc.
3. If you know you are struggling, talk to your instructor **BEFORE** your instructor issues an **early alert**.

#### 4. LEARN, LEARN, LEARN.

5. At the **FIRST SIGN** of trouble seek help from a tutor. Come **EARLY** and come **OFTEN**. Don’t stay stuck!
6. Participate in study groups. (Even **ORGANIZE** one!!)
7. Set **above average standards** for yourself, and work hard to achieve them. (“Above average” means **above** a ‘C’!)

#### Ozarka College Student Success Center

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**Our goal is to help you achieve YOUR goal!**

