Early Alert Program

Early Alert is a system for identifying students preferably before mid semester who are having difficulties in a given course. An instructor fills out an Early Alert Referral for a student and submits it to the Student Enrollment Service’s Retention Assistant for action. Once the referral is received, the Retention Assistant will contact students so that they will be apprised of the situation and can take steps to improve their performance in the class. Students may be identified for Early Alert for a variety of reasons including absences, lateness, test scores, language skills, writing ability, health concerns, classroom behavior and decorum etc.

For Students: The goal of the Early Alert system is designed to address academic problems or difficulties early on in the semester so that a student can successfully complete the course, not to penalize students. If you have received an Early Alert First Contact notice, we urge you to speak with your instructor so that you can work out a constructive plan for the remainder of the semester.

For Faculty: As a faculty member here at Oakwood University, you have the most important academic engagement with students. While many issues can certainly be addressed directly with your students, occasionally a problem may be beyond your resources, time, or expertise. Academic Department Chairs are encouraged to support faculty in the Early Alert process and intervene when necessary to ensure high departmental student retention.

First Contact: When an instructor recognizes that a student is having difficulties in a course, the instructor should contact the student to discuss that student’s performance in the class. After the instructor has contacted the student, the instructor should fill out a First Contact Form and submit it to The Retention Assistant who will file the information in case an Early Alert Referral is sent.

Early Alert Referral: In situations where you have serious concerns about a student, Student Enrollment Services (SES) Retention Assistant strongly encourages you to submit an Early Alert Referral Form to our office. Upon receipt of Early Alert Referral, the Retention Assistant will immediately attempt to notify the student and ask him/her to come to the office to discuss the referral. Early alert referral forms should not be submitted for students who have not received at least one documented First Contact Form at the instructor level. The referring faculty will be notified when and how a student has been contacted and what action has been taken in accordance with FERPA.

Advisor Intervention Form: On occasions when an Academic Advisor requests to get involved in the Early Alert Referral process, the advisor should complete and submit the Advisor Intervention form after counseling with the advisee.

Please keep in mind that this is an EARLY alert intervention and every effort should be made to submit an alert before midterm. If a student is failing a class by midterm and it is impossible for the student to pass the class, then the student should be advised to drop the class to avoid receiving a failing grade! Early intervention can often mean the difference between a student passing or failing a course, which will ultimately affect retention. All information is confidential and will only be shared on a need-to-know basis.

Adapted from Marymount Manhattan College  Click here for Early Alert