

## Early Alert Program

### *Follow-Up*

Upon consent of the student, via his /her signature on the Early Alert Follow-up Form, the Office of Retention will report back to the faculty the outcome of the meeting with the student and/or support services the student has received.

*Note: In some instances, such as the University Counseling Center, the follow-up form may not contain certain information due to confidentiality reasons.*



### *Contact Information*

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Center for Student Success



*Early Alert  
Program*

**Office of Retention**

## Early Alert Program

Grambling State University is committed to the success of its students by providing an environment conducive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, the University has implemented an *Early Alert Retention Program*, coordinated by the Office of Retention. The Office of Retention professional staff utilizes a systematic and comprehensive approach to improve the quality of students' personal growth and development and to enhance their learning.

The *Early Alert* program was developed as a retention tool to improve students' persistence and promote survival skills. The Program is based on the model that the faculty will be proactive, supportive, and involved in facilitating the academic components of student retention. Faculty awareness of potential student problems constitutes the backbone of this retention program. Through *Early Alert*, faculty contributes directly to retention by assisting with the early detection and intervention of students who are doing poorly in class, chronically absent from class, or experiencing other kinds of problems that affect academic performance.

■ *The Early Alert referral process works as follows:*

### *Identifying the student*

- The Early Alert Program provide faculty with a tool early (six weeks into the semester) to identify at risk students and address problems that interfere with their success.
- Faculty will complete the online Early Alert Referral Form available at [www.gram.edu](http://www.gram.edu) using the Faculty Services menu on Banner web.
- On the Early Alert Referral Form, faculty will be asked to check one or more of the following reasons for referring a student:

- ☐ Student has excessive absences (3 or more) and/or tardiness
- ☐ Student needs tutoring
- ☐ Student has low test and/or quiz scores / Needs make-up exam / Not completing homework
- ☐ Knowledge of personal or family difficulties (i.e. financial, health, etc.)



- ☐ Student has never attended class
- ☐ Comments of concern from other students
- ☐ Student has withdrawn from the course
- ☐ Student not at course level/ needs basic skills
- ☐ Change in demeanor which might include anxiety, aggression, or depression
- ☐ Drastic changes in appearance
- ☐ Other, please specify

Once the Early Alert Referral Forms has been completed and submitted by the faculty member, it will be sent to the Office of Retention via email.

### *Notifying the student*

The Office of Retention staff reviews the referral, contacts the student via email, telephone, or letter encouraging an individual meeting to discuss the referral. During consultation with a student, the Office of Retention staff will address academic difficulties and may make referrals to other campus resources for follow-up. Some resources include the following: University Counseling Center, Student Health Center, University College Retention and Laboratory Resource Center, Career Services Center, Student Support Services, Tutorial and Peer mentoring programs, Office of Student Financial, etc.