








Tracking Item	Item Description	Who's Responsible for Follow-up?	What to do?
Attendance Concern	Raised when a student has not been attending class regularly.	Item Raiser (e.g., <i>Instructor</i>)	Discuss with student and close the loop upon resolution
General Concern	Raised 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	Raised to encourage a student and acknowledge his/her good work.		No additional action required
Outstanding Academic Performance	Raised when a student demonstrates outstanding academic performance.		
Showing Improvement	Raised when a student has shown improvement.		
Student Flagged 2 times	System-generated notification which identifies any student with at least two (2) active flags, regardless of flag type.	Counselor/ Support Program Designee	Designee will follow up and assign to Counselor
Attendance Concern Referral	Raised by user 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	Raised by user 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	Raised by user as a referral for Counseling		Designee will contact student to schedule a meeting with a counselor
Financial Aid Referral	Raised by user as a referral to Financial Aid	FA Designee	Designee will follow-up and close the loop upon completion
Tutoring Referral	Raised by user as a referral to Tutoring	Tutoring Designee	Designee will follow-up and close the loop upon completion

= FLAG

= KUDOS

= REFERRAL

MIDTERM PROGRESS REPORT Tracking Items

Tracking Item	Item Description	Who's Responsible for Follow-up?	What to do?
 Passing – Grade A	Raised to report student's current grade as A.	Instructor/ Student Success Program Staff	No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 Passing – Grade B	Raised to report student's current grade as B.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 Passing – Grade C	Raised to report student's current grade as C.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 In Danger of Not Passing – Grade D	Raised to report student's current grade as D.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly
 Not Passing – Grade F	Raised to report student's current grade as F.		No additional action required by instructor; Appropriate student support program staff will follow up accordingly

 = **FLAG**

 = **KUDOS**

 = **REFERRAL**