

### 3357:13-14-18 Student Success Early Alert Policy

- (A) It is the desire of North Central State College (NC State) to encourage student success. NC State uses the early alert process to encourage students when they may need to make adjustments or when they are making progress in their courses. The early alert process engages students early in a course to identify when / why they may be at risk for not succeeding, and in starting a conversation between faculty, advisors, student support staff and the student with the goal of creating a plan for improvement. NC State is committed to addressing student needs with centralized, coordinated, and caring interventions.
- (B) NC State uses the Aviso Engage (Watermark Student Success & Engagement) platform to submit early alerts (including referrals to campus resources and services). This system allows students to receive feedback from faculty regarding their academic progress and/or to refer them to support services. Faculty can also provide students with positive feedback to celebrate a student's work or acknowledge their improvement. Aviso Engage also has the ability to send automated early alerts. These alerts are triggered based on data being pulled from the college's student information system (Colleague) and learning management system (Canvas) into Aviso Engage.
- (C) Even though an early alert can be submitted at any time throughout the semester, the desired outcome should suggest the most effective time to send an early alert. Examples of situations which may warrant an alert include:
- (1) Attendance issues
  - (2) Academic performance (concerns or kudos)
  - (3) Online participation
  - (4) Challenging circumstances
- (D) The faculty-initiated early alert should be used to inform a student of the following:
- (1) student may be at risk of being administratively dropped for non-participation. This should take place by the end of Week 1 for an 8-week session and by the end of Week 2 for a 16-week session.
  - (2) student has an estimated grade of C- or below at the time of mid-term grade reporting;
- (E) All documentation within Aviso Engage related to early alerts is considered part of the student record and should be treated accordingly.

Effective: January 24, 2023

Next Review: January 1, 2028

Review Dates: 6/27/17, 1/24/23