

ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES

EAST GEORGIA STATE COLLEGE

NAME OF POLICY/ PROPOSAL: Early At-Risk Alert Procedure

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- New Course
- Deactivate Course
- Discontinue Course
- Reactivate Degree Program
- Policy Proposal.
- New Degree Program
- Discontinue Course
- Deactivate Degree Program
- Policy Revision
- Changes to Degree Program Requirements
- Reactivate Course
- Discontinue Degree Program
- Statutes Revision
- Other: \_\_\_\_\_

**ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)**

Initiated and Submitted to APCC

*Georgia Mathews-Beasley*

Signature

3/22/21

Date

Dean Approval:

Signature

Date

APCC Action: Approved  Denied  Returned  Tabled

*Sandra J. Sherman*

Signature of Vice President for Academic and Student Affairs, Chair

26 March 2021

Date

Comments: \_\_\_\_\_

APCC Chair submits to Faculty Senate

**FACULTY SENATE**

Faculty Senate Action: Approved  Denied  Returned  Tabled

Signature of Faculty Senate President

Date

Comments: \_\_\_\_\_

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

**Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.**

**PRESIDENT**

President's (or designee's) Action: Approved  Denied  Returned  Tabled

Signature

Date

Comments: \_\_\_\_\_

Distribution By:

Signature

Date

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President's Office Distributes Copies To:

Faculty Senate—President

Date

Academic Policies & Curriculum Committee—Chair/VPASA

Date

Chief of Staff/Legal Counsel

Date

9/19/18

## Early At- Risk Alert Procedure

EGSC’s first institutional goal is student success (EGSC Strategic Plan FY 2020-21 – 2022-23, [http://www.ega.edu/images/uploads/EGSC Strategic Plan FY 2021 - FY 2023.pdf](http://www.ega.edu/images/uploads/EGSC_Strategic_Plan_FY_2021_-_FY_2023.pdf)). To that end, the College is committed to increasing its retention rate of first-time, full-time freshman to at least 60% by Fall 2023. Table 1 presents data related to the retention rates of first-time, full-time students for Fall 2010 – 2019 cohorts (University System of Georgia, 2021). Therefore, the Early Alert process is designed to connect students to faculty and staff for academic support and referrals to campus resources with the aim of improving student academic success.

Note: This policy only applies to students in danger of receiving a D or F.

**Table 1**

*EGSC First-Time, Full-time Students Retention Rates*

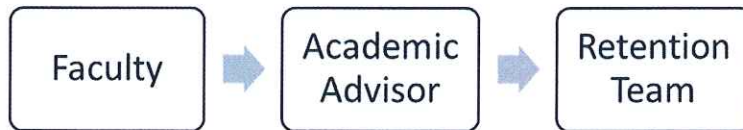
Fall Cohort	Number of Students in Cohort	Number of Students Retained	Retention Rate
2019	1,074	541	50.4%
2018	1,123	536	47.7%
2017	1,029	512	49.8%
2016	1,070	524	49.0%
2015	1,148	594	51.7%
2014	1,059	554	52.3%
2013	1,040	565	54.3%
2012	1,319	650	49.3%
2011	1,699	729	42.9%
2010	1,162	626	53.9%

(Source: USG/CVIOG Qlik Analytics Portal/Retention 10-Year Trend)

A general overview of the Early Alert process is below, see Figure 1. A description of the faculty, academic advisor, and retention team roles are delineated below.

**Figure 1**

*Overview of the Early Alert Contact Process*



### Faculty Role

Faculty will initiate the Early Alerts in GradesFirst for students by submitting an At-Risk progress report. The alerts will be sent at the intervals of four-, seven-, and twelve-week markers.



**Table 2***Early Alert Types*

<b>Alert Type</b>	<b>Email or Phone Message to Students</b>
Absence	Hello (Student Name), I am concerned because you were not present in class. Please make sure that you are in attendance as much as possible so that you can reach your academic goals.
No Textbook	I noticed that you do not have a textbook. Please purchase your textbook as soon as possible so that you can be academically successful.
Needs Tutoring	Hello (Student Name), You are currently at risk of failing this course and we want you to be successful. Please contact the ACE for free tutoring assistance by emailing <a href="mailto:estrickland@ega.edu">estrickland@ega.edu</a> to schedule an appointment today.
Needs Counseling	Hello (Student Name), I have noticed behaviors in you that often interfere with being a successful student. To support you, I am referring you to the Office of Counseling and Disability services. You may contact Lori Burns ( <a href="mailto:lrburns@ega.edu">lrburns@ega.edu</a> ) or Stephanie Royals ( <a href="mailto:sroyals@ega.edu">sroyals@ega.edu</a> ) to schedule an appointment.
Student Conduct Violations	Hello (Student Name), You have been disruptive in class and I know that you want to reach your goals. I am referring you to Student Conduct to assist you in becoming more focused on your academic success.
Transportation Issues	Hello (Student Name), I realize you are experiencing issues getting to class and want you to know that attendance is important. Please let me know if transportation issues continue to be a barrier to class attendance.
Positive Alert	Hello (Student Name), I just wanted to commend you on your hard work and diligence in class. Keep up the good work.
Retention Team	Hello (Student Name), We are concerned because you have not responded to previously sent messages. You are being referred to the Retention Team to determine if additional action is necessary.
Needs MOWR Guidance	Hello (Student Name), As a MOWR student, we realize college is different from high school. If you have questions about the process, please contact Ms. Brandy Murphy for assistance at <a href="mailto:bmurphy@ega.edu">bmurphy@ega.edu</a> ?

**Assigned Advisor Role**

The academic advisor's role is concurrent to that of a faculty member when an Early Alert is issued. Once an Early Alert is received, the student's academic advisor will communicate with the advisee within 48 hours via an Outlook or D2L e-mail, phone call, or text message. The academic advisor will direct the student to the faculty member who issued the Early Alert and/or any academic support resources. This contact must be documented in GradesFirst as a Note. If the student does not respond within two days, they will then be assigned to the Retention Team.

## **Retention Team Role**

Led by the Director of Retention, the Retention Team that is charged with responding to alerts issued by academic advisors. If an academic advisor is unable to contact the student, a secondary alert will be generated by the academic advisor which will be directed to the Retention Team. The Director of Retention will delegate the alert to the appropriate member of the Retention Team who will act on the notification within 48 hours.

### **Retention Team:**

Director of Retention (Chair)  
Director of Student Conduct  
Director of the Office of Counseling and Disability Services  
Director of Learning Commons (EGSC – Statesboro)  
Director of Student Life  
Director of Library Services  
Director of Housing

Humanities and Social Sciences faculty member

### **Sub-Committee:**

EGSC – Statesboro Coordinator  
EGSC – Augusta Coordinator  
EGSC – Swainsboro Coordinator  
Director of Academic Support Services  
Representative from Registrar's Office  
Representative from Financial Aid  
Mathematics and Natural Sciences faculty member

## **GradesFirst Training**

Faculty will receive online training in GradesFirst at the beginning of the fall semester to properly utilize relevant features of GradesFirst.

## **Assessment and Evaluation**

The Early Alert process will be assessed by analyzing data from the GradesFirst system and USG Retention Trend Rates. These data will be used to make informed decisions related to the improving the Early Alert process.

### **Early Alert Policy Revision Justification**

The policy was rewritten to reflect the addition of the Director of Retention position and the duties allocated the position. This procedure will only require alerts to be sent when a student has not been attending class or is not performing academically and is in danger of failing the course. The addition of notes required for contact by staff and faculty will ensure that students are receiving all necessary assistance to be academically successful.