COMMUNICATING ABOUT STRUGGLING STUDENTS

	Why do we use this form?	Who is this form for?	What is the form for?	When is the form available?	How do we use this form?
Stoplight Survey	To identify new students who are struggling academically early in the semester	All Students	Identifies students who are off to a rocky start by using 3 color indicators: 1) Red- Struggling ,already showing signs of difficulty in the course and need intervention 2) Yellow- concerned, might struggle in the future 3) Green- doing well in the course, no concerns.	**Week 3 of the semester** **A link will be sent to instructors on how to complete the survey.**	Students who receive a red stoplight or multiple stoplights are assigned to a staff member for follow up and connection to resources. Those who receive one are sent an email with resources they can connect to. Advisors may also be used as a resource.
Classroom Performance Form	To identify any student who is struggling academically.	All Students	Identifies students who are struggling with academics, such as: -low scores - not turning in assignments	**Anytime**	Students who are identified are assigned a staff member to assist them with areas they may need support in such as time management, study skills, tutoring, and mentoring/coaching.
Midterm Notice Form	Identify students who are in danger of failing their courses.	All Students with a C or below in a course	Identifies students at the midterm who are in danger of not passing the course.	**Weeks 7-10 of the semester** **An email will be sent when it is open.**	Students who receive 1 MTN are sent an email with recommended resources. Students with multiple MTN are guided to talk with their advisors, additionally a meeting with an academic coach is an option.

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Notice of Concern "Send an alert"	To alert the Dean of Students office to concerns about a student's well-being.	All Students	Students who are struggling with circumstances outside the classroom such as: -family challenges -relationship challenges -mental/physical health -financial -food insecurity - housing insecurity -social isolation -homesickness	**Anytime**	When an alert is received a student is assigned to staff, for follow up, engagement, and directed to appropriate resources