

WASHBURN UNIVERSITY NAVIGATE ALERTS

Alert Reason	Alert Examples	Alert Recipients	Alert Message to Student	Objective	Best Practices for Faculty and Academic Advisors	Case Created
Academic Concerns	Poor Examination Scores Declining Grade Low Quality Homework Assignments	Student, Faculty and Academic Advisors	Dear Student, Your instructor has a concern regarding your academic performance. To develop a plan for success, please immediately contact your instructor to discuss this concern. To explore campus resources that will help, please visit the Center for Student Success located in Mabee Library 201.	Nudge student toward course Instructor Alert Faculty/Academic Advisor(s) of potential/emerging student need(s) Remind student that CSSR exists for additional assistance as necessary	Contact student with offer to discuss alert and explore strategies for better academic success. Remind student of available student success resources. Encourage student to use available student success resources.	No case created
Attendance Concerns	Non-Attendance Poor- Attendance	Student, Faculty and Academic Advisors	Dear Student, Your instructor has a concern regarding your academic performance. To develop a plan for success, please immediately contact your instructor to discuss this concern. To explore campus resources that will help, please visit the Center for Student Success located in Mabee Library 201.	Nudge student toward course Instructor Alert Faculty/Academic Advisor(s) of potential/emerging student need(s) Remind student that CSSR exists for additional assistance as necessary	Contact student with offer to discuss alert and explore strategies for better academic success. Remind student of available student success resources. Encourage student to use available student success resources.	No case created

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<p>Course Participation Concerns</p>	<p>Non-Participation in Class Discussions</p> <p>Not Posting to Online Discussions</p>	<p>Student, Faculty and Academic Advisors</p>	<p>Dear Student, Your instructor has a concern regarding your academic performance. To develop a plan for success, please immediately contact your instructor to discuss this concern. To explore campus resources that will help, please visit the Center for Student Success located in Mabee Library 201.</p>	<p>Nudge student toward course Instructor</p> <p>Alert Faculty/Academic Advisor(s) of potential/emerging student need(s)</p> <p>Remind student that CSSR exists for additional assistance as necessary</p>	<p>Contact student with offer to discuss alert and explore strategies for better academic success.</p> <p>Remind student of available student success resources.</p> <p>Encourage student to use available student success resources.</p>	<p>No case created</p>
<p>Tutoring Referral</p>	<p>Struggles with gateway classes (i.e., PY100)</p>	<p>University Tutoring and Writing Center personnel and Faculty and Academic Advisors</p>	<p>No student email</p>	<p>Nudge student toward course Instructor</p> <p>Alert Faculty/Academic Advisor(s) of potential/emerging student need(s)</p> <p>Remind student that CSSR exists for additional assistance as necessary</p>	<p>Contact student with offer to discuss alert and explore strategies for better academic success.</p> <p>Remind student of available student success resources.</p> <p>Encourage student to use available student success resources.</p>	<p>Case created</p>

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Math Tutoring Referral	Struggles with Math content in Math and/or non-Math classes (i.e., Chemistry)	Math Lab personnel and Faculty and Academic Advisors	No student email	Nudge student toward course Instructor Alert Faculty/Academic Advisor(s) of potential/emerging student need(s) Remind student that CSSR exists for additional assistance as necessary	Contact student with offer to discuss alert and explore strategies for better academic success. Remind student of available student success resources. Encourage student to use available student success resources.	Case created
Success Coaching Referral		Title III Grant Director	Dear Student, Your instructor has a concern regarding your academic performance. To develop a plan for success, you will be assigned a success coach. Please watch for a separate email from Dr. Valerie Mendoza with more information.	Title III Grant Director will conduct outreach to student		Case created
Behavioral Concerns		AVPSL	No student email	AVPSL will conduct outreach to student		Case created
Health Concerns	Physical or mental health concerns	Navigate Application Administrator	No student email	Navigate Application Administrator will identify appropriate individual to conduct outreach to student		Case created
Campus Involvement Concerns		Director of Student Involvement & Development	No student email	Director of Student Involvement & Development will conduct outreach to student		Case created

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Financial Concerns		Financial Literacy Coordinator	No student email	Financial Literacy Coordinator will conduct outreach to student		Case created
Residential Living Concerns		Director of Residential Living & Assistant Dean of Students	No student email	Director of Residential Living & Assistant Dean of Students will conduct outreach to student		Case created
Technology Concerns		Navigate Application Administrator	No student email	Navigate Application Administrator will identify appropriate individual to conduct outreach to student		Case created
Student Kudos	<p>Increased academic performance as semester progresses</p> <p>Consistently high academic performance</p> <p>Outstanding presentation</p>	Academic Advisors	No student email	Increase positive student engagement	Faculty/Academic Advisor(s) contact student offering praise and congratulations.	No case created

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<p>WUTECH – Academic Concerns</p>	<p>Poor Grades or Test Scores</p> <p>Declining Grades</p> <p>Low Quality Homework Assignments</p> <p>Missing assignments, tests, labs, etc.</p>	<p>Student, Academic Advisors</p>	<p>Dear Student,</p> <p>Your instructor has shared a concern regarding your academic performance in your classes this semester.</p> <p>We would like to talk to you more about this concern and strategies that can help you be successful in your time here at Washburn Tech. Also, we strongly encourage you to talk more with your instructor about the concern that they have.</p> <p>To talk with a Program Navigator/Advisor about other supports, please contact tech.studentservices@washburn.edu or visit the Student Services office located in the center of Building A.</p>	<p>Nudge student toward talking with instructor</p> <p>Alert Program Navigator/Advisor(s) of potential/emerging student need(s)</p> <p>Remind student that Program Navigator/Advisor exists for additional assistance as necessary</p>	<p>Contact student with offer to discuss alert and explore strategies for better academic success.</p> <p>Remind student of available student success resources.</p> <p>Encourage student to use available student success resources.</p>	<p>No case created</p>
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<p>WUTECH – Attendance Concerns</p>	<p>Consecutive no call/no show attendance</p> <p>Sporadic attendance</p>	<p>Student, Academic Advisors</p>	<p>Dear Student, Your instructor has shared a concern regarding your attendance in your classes this semester. We would like to talk to you more about this concern and strategies that can help you be successful in your time here at Washburn Tech. Also, we want to remind you that Washburn Tech has an administrative withdraw policy, in which students will be administratively withdrawn from Washburn Tech if they are a no call/no show absence for 5 days. In addition, some programs have more strict attendance policies. Please see your syllabus and instructor for more information about your program’s attendance requirements. Communication with your instructor is key both in the classroom and in preparing you for your future career. To talk with a Program Navigator/Advisor about your attendance, please contact tech.studentservices@washburn.edu or visit the Student Services office located in the center of Building A.</p>	<p>Nudge student toward talking with instructor</p> <p>Alert Program Navigator/Advisor(s) of potential/emerging student need(s)</p> <p>Remind student that Program Navigator/Advisor exists for additional assistance as necessary</p> <p>Remind student of administrative withdraw policy</p>	<p>Contact student with offer to discuss alert and explore strategies for better academic success.</p> <p>Remind student of available student success resources.</p> <p>Encourage student to use available student success resources.</p>	<p>No case created</p>
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<p>WUTECH – Course Participation Concerns</p>	<p>Not participating in classroom or shop discussions</p> <p>Has distractions causing them to not participate in the classroom or the shop</p> <p>Concerns with professionalism</p>	<p>Student, Academic Advisors</p>	<p>Dear Student, Your instructor has shared a concern regarding your class participation at Washburn Tech this semester. We would like to talk to you more about this concern and strategies that can help you be successful in your time here at Washburn Tech. Also, we strongly encourage you to talk more with your instructor about the concern that they have. To talk with a Program Navigator/Advisor about other supports, please contact tech.studentservices@washburn.edu or visit the Student Services office located in the center of Building A.</p>	<p>Nudge student toward talking with instructor</p> <p>Alert Program Navigator/Advisor(s) of potential/emerging student need(s)</p> <p>Remind student that Program Navigator/Advisor exists for additional assistance as necessary</p>	<p>Contact student with offer to discuss alert and explore strategies for better academic success.</p> <p>Remind student of available student success resources.</p> <p>Encourage student to use available student success resources.</p>	<p>No case created</p>
<p>WUTECH – Student Kudos</p>	<p>Increased academic performance as semester progresses</p> <p>Consistently high academic performance</p> <p>Outstanding presentation</p> <p>Going above and beyond in classroom or shop</p>	<p>Student, Academic Advisors</p>	<p>Dear Student, Your instructor has given you kudos regarding your classroom/shop performance this semester. We want to encourage you to keep up the good work! It sounds like you’re making positive impressions this semester! Also, we wanted to let you know that Program Navigator/Advisors are available as a resource for you. If you’d like to talk with a Program Navigator/Advisor, please contact tech.studentservices@washburn.edu or visit the Student Services office located in the center of Building A. Keep up the good work!</p>	<p>Increase positive student engagement</p>	<p>Academic Advisors contact students offering praise and congratulations.</p>	<p>No case created.</p>