



ASUN Operating Procedure – 4009

Operating Procedure Synopsis

Title: Early Alert

Approval Date/Revision Date(s):

Review Date(s): 11/2017, 11/2019

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Dean for Admissions and College Engagement

A. Purpose and Scope

This operating procedure is designed to outline the process for referring students to student support services. This operating procedure is applicable to those faculty and staff members who observe actions or behaviors from students that need early intervention from ASUN staff.

B. Definitions

N/A

C. Procedures

- An ASUN employee observes a behavior or action from a student and wants to intervene on the student's behalf.
 - An ASUN employee submits an Early Alert via the electronic form on the student's behalf.
 - The Dean for Admissions and College Engagement (or designee) makes initial contact with the student via in person meeting, email or phone.
 - Student responds to initial communication from the Dean for Admissions and College Engagement (or designee).
 - The Dean for Admissions and College Engagement (or designee) and the student discuss the Early Alert submission. The Dean for Admissions and College Engagement (or designee) informs the student of resources internal and external to the institution that promote student success.
 - The Dean for Admissions and College Engagement (or designee) documents the conversation in the Early Alert database.
 - The Dean for Admissions and College Engagement (or designee) follows up with the ASUN employee who submitted the Early Alert to inform them of the conversation that took place.
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D. Related Information

Early Alert Form- <http://apps.asun.edu/ealert/>

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.